



**Brenham**

INDEPENDENT SCHOOL DISTRICT EST. 1875

**MUNIS**  
**PROCEDURES**  
*for*  
**Office Staff**  
**2021-2022**

*A proud community inspiring and encouraging  
excellence for all.*

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# TOOLBAR OPTION DESCRIPTIONS

Option	Description
Accept 	Accept saves information after you have created or updated a record. This button is often highlighted when adding, updating, or searching for records.
Add 	Add enters a new record into the database. When you click Add, entry fields become available with the cursor positioned in the first field. The program may place default values in fields to save you keystrokes, but typically you can replace the defaults. You can move from field-to-field by pressing <b>Tab</b> or by selecting a field with the mouse pointer. When the cursor is in a field, helpful information often displays at the bottom of the screen. Some fields have an additional field help button that lists available field entries.
Attach 	Attach allows you to view, add, or delete documentation related to the current record. <ul style="list-style-type: none"> <li>• If your organization uses Tyler Content Manager (TCM), the Attach option opens TCM where you can add or view documents.</li> <li>• If your organization uses standard Munis Attachments, the Attach option provides the Attachments screen, where you can add or access documentation from your Munis server. Once a file is attached, it is copied and stored with the Munis program. If you change the original document, the attachment is not automatically updated. To keep attachments current, you must update the original documents and manually attach the updated files.</li> </ul> <p><b>Note:</b> The Attach option is available only if the View Attachments and Associated Documents check box is selected in the Roles–Munis System program. If this check box is not selected, the Attach button is not accessible.</p>
Back 	Back returns to the previous screen in a program.

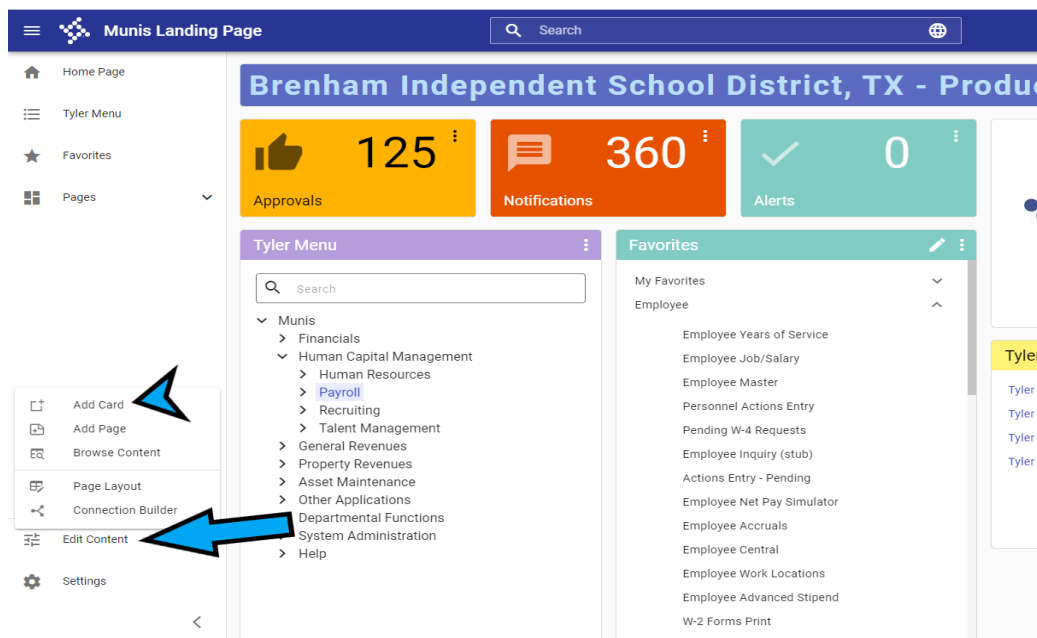
<p>Browse</p> 	<p>Browse is available when an active set of records exists, or after an active set is created using the Search or Define buttons. The browse screen displays a list of all the records in the active set. You can sort, view, or export data from the browse screen.</p> <p>On a browse screen, the Excel button exports the data directly to a Microsoft Excel spreadsheet.</p>
<p>Cancel</p> 	<p>Cancel ends an operation, such as adding or updating a record.</p>
<p>Close</p> 	<p>Close closes the program.</p>
<p>Delete</p> 	<p>Delete removes from the program the record that is currently displayed. If the record is being used by another process, you cannot delete it. Once you delete a record, you cannot recover it.</p>
<p>Display</p> 	<p>Display provides an on-screen report preview.</p>
<p>Email</p> 	<p>Email creates an email message that contains a hyperlink to the active record.</p>

<p>Excel</p> 	<p>Excel exports the active set of records to a Microsoft® Excel® spreadsheet.</p> <ul style="list-style-type: none"> <li>• If you click Excel from a browse screen, the program immediately exports the data and opens the Microsoft Excel application. This functionality does not require Munis Office, but you must have Microsoft Excel 2002 or higher installed on your workstation.</li> <li>• If you click Excel from a master program or subprogram screen, the program displays the Export Filter screen. Use this screen to specify the data field values to export to Microsoft Excel. When you click Save and Exit, the program opens Microsoft Excel with the selected data in the active worksheet.</li> </ul> <p>In each case, the program inserts hyperlinks to the individual Munis records. The file created during export is automatically saved in the directory where the Munis software is installed; use the Save As feature in Excel to save the file to a new location.</p>
<p>Map</p> 	<p>Map allows integration of map data sources with Munis programs. The MapLink application is not launched as an interactive application; however, you are able to view a data set in Munis that has been modified during a MapLink session.</p>
<p>Menu</p> 	<p>Menu provides options specific to managing data in the active program and options for accessing related programs. If you resize a screen that includes many options, the program may refresh to provide the options in a menu format.</p>
<p>Notify</p> 	<p>Notify provides integration with the Tyler Notify program, which allows you to contact Munis customers by telephone or email using predefined content.</p> <p><b>Note:</b> This feature is only available if your organization has implemented Tyler Notify.</p>
<p>Output</p> 	<p>Output displays the Output dialog box that provides a list of available printers and print settings.</p>
<p>PDF</p> 	<p>PDF creates the report in PDF format. The program opens the document in the installed PDF reader. <b>Note:</b> The PDF button is only accessible if the</p>

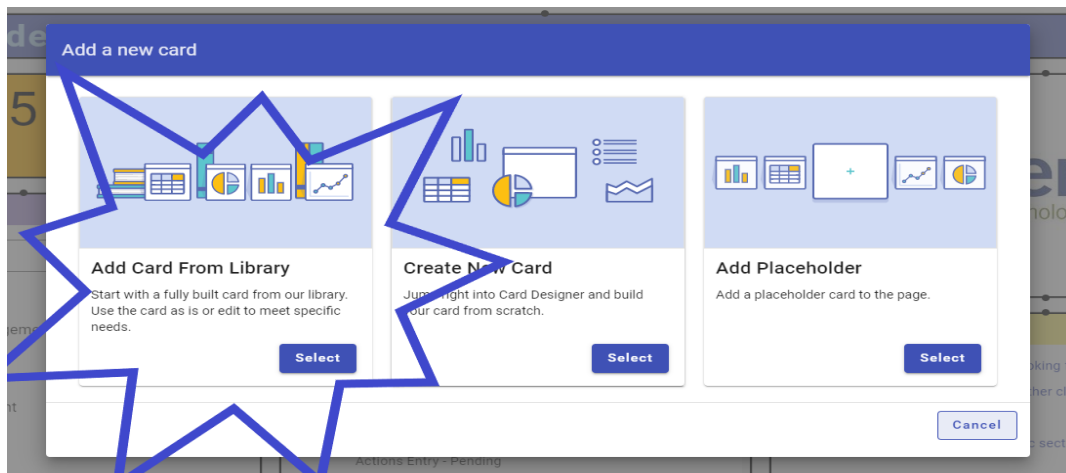
	Output to PDF permission is granted in Munis System Roles for at least one role assigned to your user ID.
Print 	Print sends a report directly to your default printer.
Query 	Query creates a query based on an expression or mathematical equation. This option assists in finding records that meet very specific criteria, but that cannot be defined by entering data directly into a field. When you click Query, the Query Wizard (similar to the expression builders found in Microsoft Excel or Microsoft Access) allows you to create an expression based on the fields in the active program.
Save 	Save creates the report and saves it as a file in the Munis spool directory. After saving, you can display or print the report from the Saved Reports program. You can access Saved Reports by clicking Saved Reports in the Departmental Functions group of the Munis menu.
Schedule 	Schedule displays the Appointments screen, which allows you to schedule meetings that are associated with the active record. When you click Add on the Appointments screen, the program creates an email message containing meeting start and end times, and a meeting description. You can define the meeting times and modify the description, as appropriate. When the email recipient accepts the meeting, it is automatically added to his or her Exchange calendar.
Search 	Find locates records in a program. Find is often used to create an active set of records before proceeding to another step, such as printing a report, purging records, or posting invoices. In many cases, you can use wildcard characters to further define a search.
Update 	Update adds data or changes existing data in a record. You can change data in any active field. Fields that are not active typically are part of the record key. The key is the field or combination of fields that uniquely identifies the record from all other records. If you need to change data in a key field, you must delete the record and enter it again.
Word 	Word creates an active set of records to export into Microsoft® Word. It is especially useful for spooled reports. This option enables you to format the report in Microsoft Word prior to printing. An additional feature of Microsoft Word Export is Mail Merge. This feature enables you to print professional forms, mailing labels, directories, and so on with user-defined templates.

# ADD FAVORITES LIST TO YOUR LANDING PAGE

1. Click Edit Content (bottom left)
2. Add Card



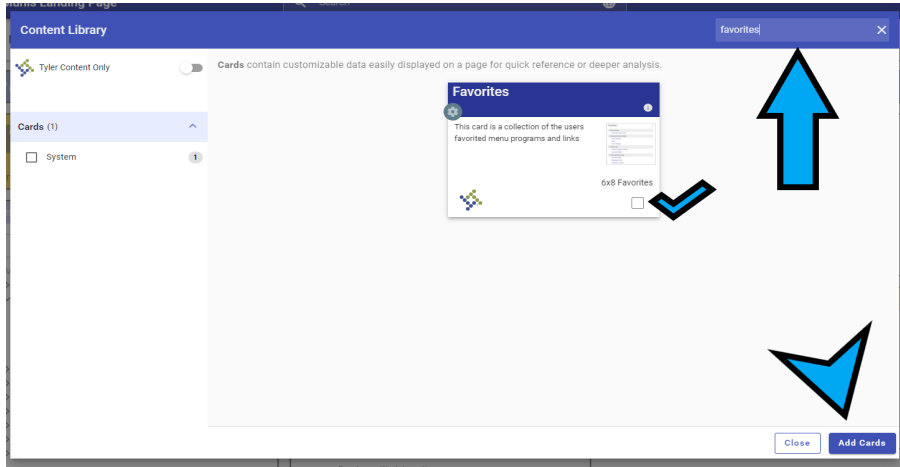
3. Select Add Card From Library





4. Search Favorites in search bar (top right)

5. Check the box on the Favorites card

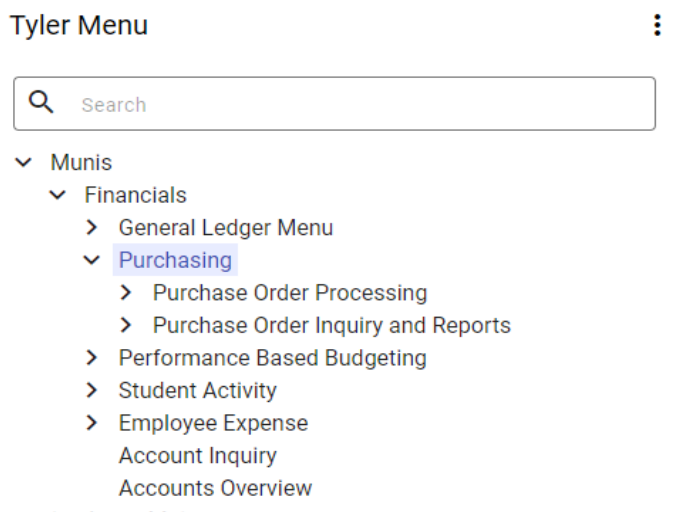


6. Click Add Cards (bottom right)

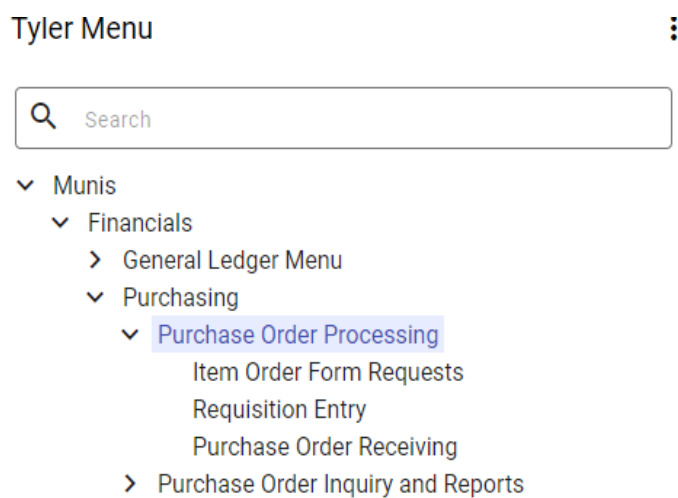
# REQUISITION ENTRY *(or any Menu process/function)* - ADD TO FAVORITES

Add Requisition Entry *(or any Menu process/function)* to your Favorites List on the Munis Landing page:

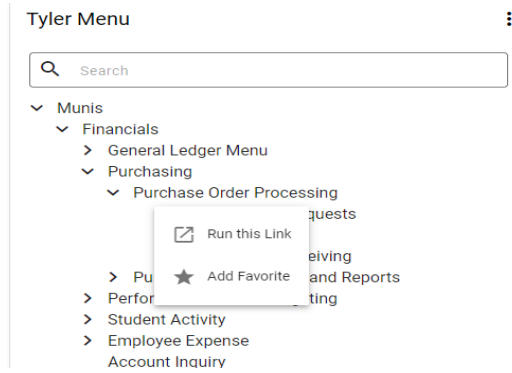
\_\_\_\_\_ Select **Purchasing** from the Tyler Menu



Then select **Purchase Order Processing**

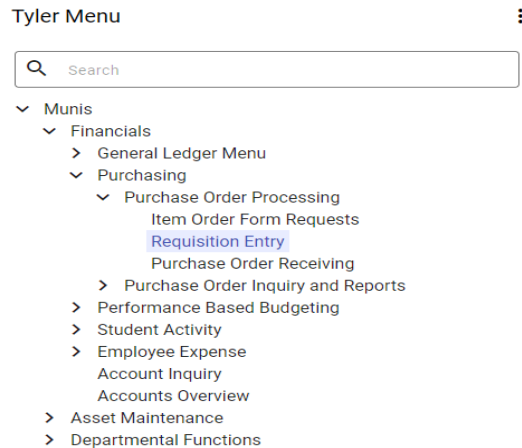


Then **Right click on Requisition Entry**, then maneuver over and **click on ★ Add Favorite**

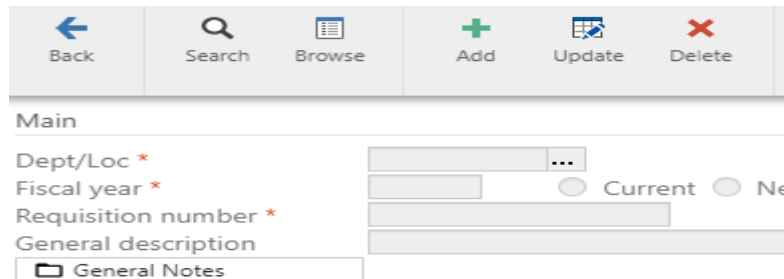


# REQUISITION ENTRY

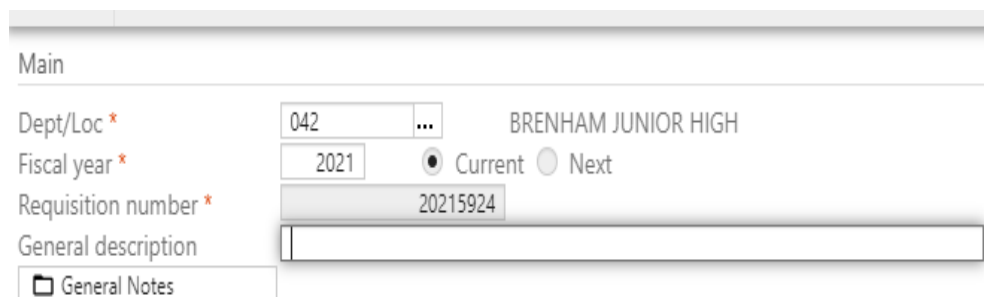
1. From the Tyler Menu, select **Financials**, then select **Purchasing**, finally select **Requisition Entry**.



2. Select **+** from the top menu.  
**Add**



3. **Tab down to General description** - type a general description of the purpose for requisition.



4. Then **Tab down** to the **Vendor** box.

Vendor

---

Vendor  ...   Committed


Name

PO mailing  ...

Delivery method  Print  Fax  E-Mail  E-Procurement

Remit  ...

You may use the **... box** to Search for the Vendor by name. Type Vendor name (or partial name) in Vendor Alpha search box, then select **Enter** on keyboard.


 **Vendor Help**

---

Vendor Alpha

Vendor Name

5. Then **Double Click** on the **Vendor Name with the correct remit address** from the vendor list.

 **Vendors**

Vendor	Address #	Alpha Sort	Vendor Name	Address 1
15630	0	STAPLES BUSIN	STAPLES BUSINESS ADVANTAGE	PO BOX 105638
99523	0	STAPLES, INC.	STAPLES, INC.	P.O. BOX 95230

6. **Tab** through all the boxes until you get to the **Reference** box. If you would like to reference your name or another employee's name for the requisition, **Type the name** in the **Reference** box (this is not a required field).

**Please Note:** Be sure to **double-check** the **“Ship to”** address on this screen.

Vendor		Shipping and Billing	
Vendor	15630 ... <input type="checkbox"/> Committed	Ship to *	042 ...
Name	STAPLES BUSINESS ADVANTAGE	Address	BREHAM JUNIOR HIGH
PO mailing	0 ...		1200 CARLEE DRIVE
Delivery method	<input checked="" type="checkbox"/> Print <input type="checkbox"/> Fax <input type="checkbox"/> E-Mail <input type="checkbox"/> E-Procurement		
Remit	0 ... <input type="checkbox"/>	Email	BREHAM TX 77833
Address	PO BOX 105638	Reference	<input type="text"/>
		Bill to	750 ... BUSINESS OFFICE
	ATLANTA GA 30340-5638	Bill to email	<input type="text"/>
<input type="text"/> Vendor/Sourcing Notes <input type="text"/> Vendor Quotes (0)			

7. **Tab** five more times to the **next screen** showing **Line Items** in the top left corner.

**Line Items**

Back Search Browse Add Update Delete Copy Mass Allocate Shop Online

Requisition

Fiscal year  Number  Line

Detail

Quantity *	<input type="text"/>	Unit price	<input type="text"/>
Description *	<input type="text"/>	UOM *	<input type="text"/>
<input type="button" value="Add Desc/Notes"/>		Gross	<input type="text"/>
		Freight	<input type="text"/>
		Discount	<input type="text"/> %
		Credit	<input type="text"/>
		TOTAL	<input type="text"/>

Amount justification: UNKNOWN

Miscellaneous

Capital Asset

Seq	T Account	Description	Amount   GL Bud

8. Click **+** from the top menu.  
**Add**

9. **Enter** the desired **Quantity** number of items.

Seq	Account	Description	Amount	GL Bud
		...		

10. **Tab to Description** box and type a Description of items/purpose.

The screenshot shows the 'Line Items' form with the following details:

- Requisition:** Fiscal year 2021, Number 20215924, Line 1.
- Detail:** Quantity 1.00, Unit price .00000, UOM EACH.
- Description:** A dropdown menu is open, showing options: Red Paint, Blue Paint, Green Paint, and Add'l Desc/Notes.
- Financials:** Gross .00, Freight .00, Discount .00 %, Credit .00, TOTAL .00.
- Miscellaneous:** Capital Asset N.
- Table:** A table with columns: Seq, T, Account, Description, Amount, GL Bud.

11. **Tab to Unit Price** and enter the amount. If ordering more than one item and you entered a Quantity of greater than one. This amount will be what it costs for one item only.

The screenshot shows the 'Line Items' form with the following details:

- Requisition:** Fiscal year 2021, Number 20215924, Line 1.
- Detail:** Quantity 1.00, Unit price 00000, UOM EACH.
- Description:** A dropdown menu is open, showing options: Red Paint, Blue Paint, Green Paint, and Add'l Desc/Notes.
- Financials:** Gross .00, Freight .00, Discount .00 %, Credit .00, TOTAL .00.
- Miscellaneous:** Capital Asset N.
- Table:** A table with columns: Seq, T, Account, Description, Amount, GL Bud.




12. **Tab** to **Account** and enter the account number.

The screenshot shows the 'Line Items' form with the following details:

- Requisition:** Fiscal year: 2021, Number: 20215924, Line: 1
- Detail:**
  - Quantity: 1.00
  - Description: Red Paint, Blue Paint, Green Paint
  - Unit price: 5.00000
  - UOM: EACH
  - Gross: 5.00
  - Freight: .00
  - Discount: .00 %
  - Credit: .00
  - TOTAL: 5.00
  - Amount justification: UNKNOWN
- Miscellaneous:** Capital Asset: N
- Table:**


Seq	T	Account	Description	Amount	GL Bud
01		- - - - -	...	5.00	

13. **Tab** to the **Amount**. If the amount is correct, **Click**  **Accept** from the top of the menu.

The screenshot shows the 'Line Items' form with the following details:

- Requisition:** Fiscal year: 2021, Number: 20215924, Line: 1
- Detail:**
  - Quantity: 1.00
  - Description: Red Paint, Blue Paint, Green Paint
  - Unit price: 5.00000
  - UOM: EACH
  - Gross: 5.00
  - Freight: .00
  - Discount: .00 %
  - Credit: .00
  - TOTAL: 5.00
  - Amount justification: UNKNOWN
- Miscellaneous:** Capital Asset: N
- Table:**

Seq	T	Account	Description	Amount	GL Bud
01		099-11-6399-06-042-11-	...	5.00	

14. If not, enter the correct amount for this budget code, and **Tab** for the next line to enter another budget code and amount. Continue to do this until the total amount of the order is entered. Once done, **Click**  **Accept** from the top of the menu.

15. Then select the  button at the top.

**Back**

16. **Review** the data on the screen for accuracy.

Line	Description	Vendor	Qty	Unit price	UOM	Freight	Disc %	Credit	Line Total	Justif
1	Red Paint Blue Paint Green Pain	(15630) STAPLES BUSINESS ADVANTAGE	1.00	5.00000	EACH	0.00	0.00	0.00	5.00	Not h

17. Then select **Release** from the top menu.

**Requisition Entry [Brenham ISD, TX]**

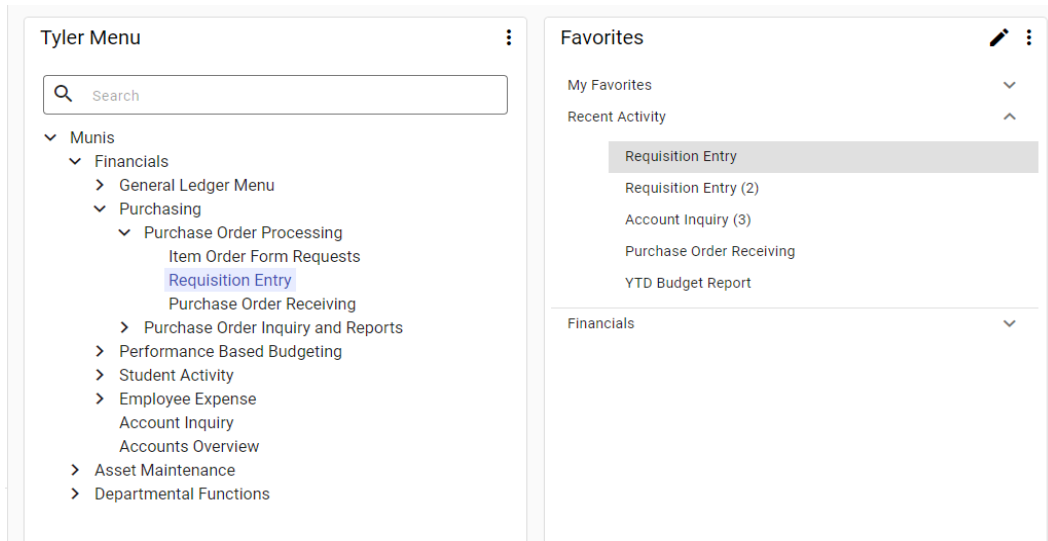
Supplier: 042 BRENHAM JUNIOR HIGH  
 Status: 4 Allocated  
 Ship to: BRENHAM JUNIOR HIGH, 1200 CARLEE DRIVE, BRENHAM, TX  
 Bill to: 750 BUSINESS OFFICE  
 Vendor: 15630 STAPLES BUSINESS ADVANTAGE  
 Line Item: 1 Red Paint Blue Paint Green Pain

You are **DONE!**

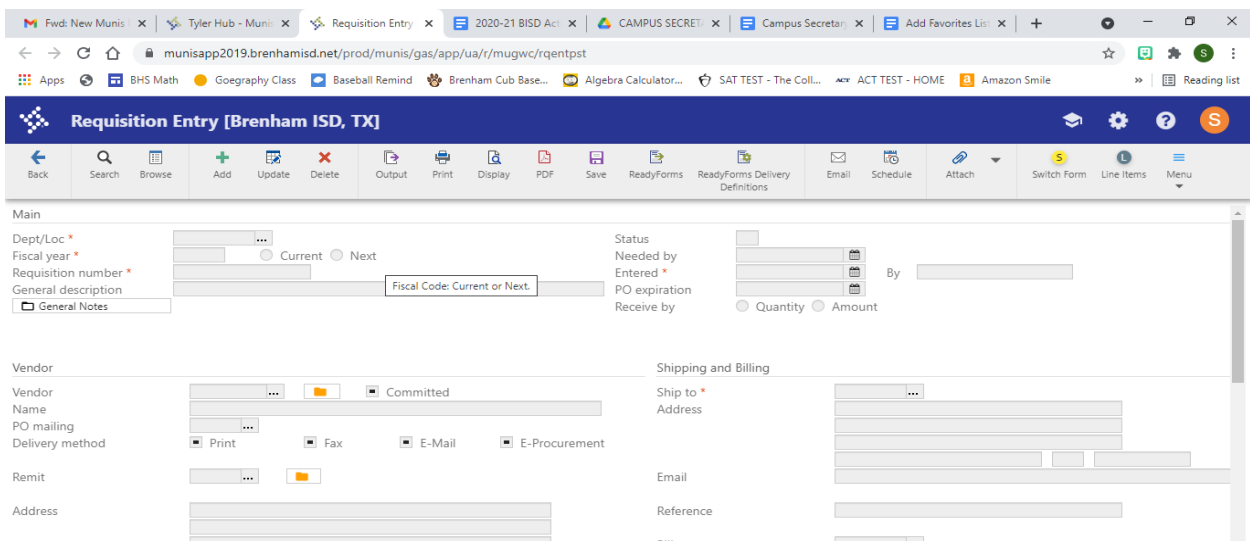
Once your requisition has moved through the approval process, the Purchase Order will be emailed to you.

# How to check where the **REQUISITION** is in the **APPROVAL PROCESS**

Search **Requisition Entry**, then click on it in the Menu.

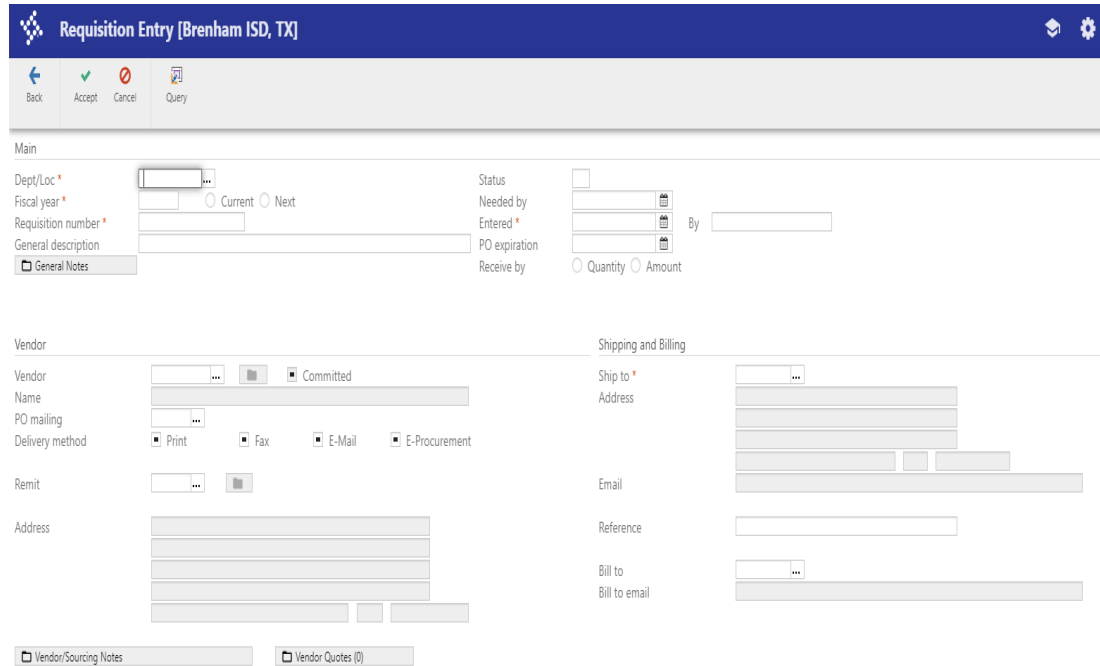


Select  **Browse** from the top menu.

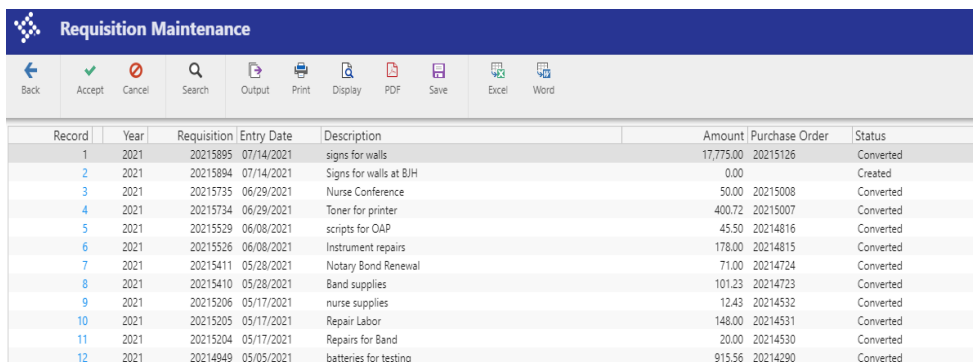


Enter your Department/Location #, then **Select** 

**Accept**



A list of your **Requisition** entries will appear.



Record	Year	Requisition	Entry Date	Description	Amount	Purchase Order	Status
1	2021	20215895	07/14/2021	signs for walls	17,775.00	20215126	Converted
2	2021	20215894	07/14/2021	Signs for walls at BIH	0.00		Created
3	2021	20215735	06/29/2021	Nurse Conference	50.00	20215008	Converted
4	2021	20215734	06/29/2021	Toner for printer	400.72	20215007	Converted
5	2021	20215529	06/08/2021	scripts for OAP	45.50	20214816	Converted
6	2021	20215526	06/08/2021	Instrument repairs	178.00	20214815	Converted
7	2021	20215411	05/28/2021	Notary Bond Renewal	71.00	20214724	Converted
8	2021	20215410	05/28/2021	Band supplies	101.23	20214723	Converted
9	2021	20215206	05/17/2021	nurse supplies	12.43	20214532	Converted
10	2021	20215205	05/17/2021	Repair Labor	148.00	20214531	Converted
11	2021	20215204	05/17/2021	Repairs for Band	20.00	20214530	Converted
12	2021	20214949	05/05/2021	batteries for testing	915.56	20214290	Converted

**Double click** on the one you want to see the approval process for.

Requisition Entry [Brenham ISD, TX]

back search browse + Add Update Delete Output Print Display PDF Save ReadyForms ReadyForms Delivery Definitions Email Schedule Attach Switch Form Line Items Release Activate Mass Allocate Allocate Notes Copy Menu

General Notes Receive by Quantity Amount

Vendor 97324 DEBRA SAUNDERS Committed

Vendor Name DEBRA SAUNDERS

PO mailing 0

Delivery method  Print  Fax  E-Mail  E-Procurement

Remit 0 DEBRA SAUNDERS

Address BHS

Shipping and Billing

Ship to 042 BRENHAM JUNIOR HIGH

Address 1200 CARLEE DRIVE

BRENHAM TX 77833

Email

Reference

Bill to 750 BUSINESS OFFICE

Bill to email

Vendor/Sourcing Notes Vendor Quotes (0)

Terms Discount % .000

Miscellaneous Type N - NORMAL PO 20215006

Line Items

Line	Description	Vendor	Qty	Unit price	UOM	Freight	Disc %	Credit	Line Total	Justif
1	Virtual Nursing conference Cooks Children's 2021 Nu	(97324) DEBRA SAUNDERS	1.00	50.00000	EACH	0.00	0.00	0.00	50.00	Not

Accounts Total amount 50.00

Workflow My Approvals Approve Reject Forward Hold Approvers

Conversion Convert

Once the requisition is on the screen, **Scroll to the Bottom** of the page.

Line Items

Line	Description	Vendor	Qty	Unit price	UOM
1	Virtual Nursing conference Cooks Children's 2021 Nu	(97324) DEBRA SAUNDERS	1.00	50.00000	EACH

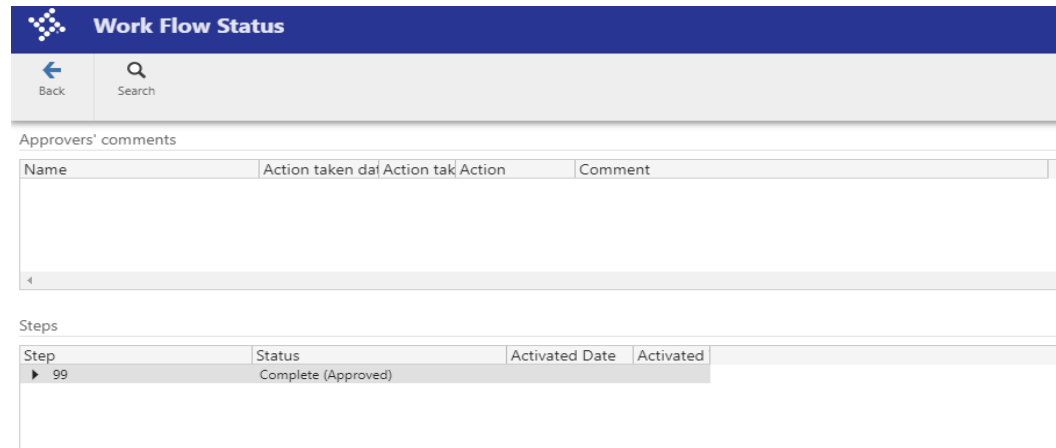
Accounts Total amount 50.00


Workflow My Approvals Approve Reject Forward Hold Approvers

Conversion Convert

Under **Workflow**, **Click** the far right box labeled **Approvers**.

On this screen under **Steps**, use the arrows on the left hand side of the **Step box** to view approvers and where/with whom the requisition is waiting for an approval. You may click on any approvers name to see when/if the person has approved the requisition.



When you are done, continue to select the  **Back** button at the top to back out of viewing this requisition.

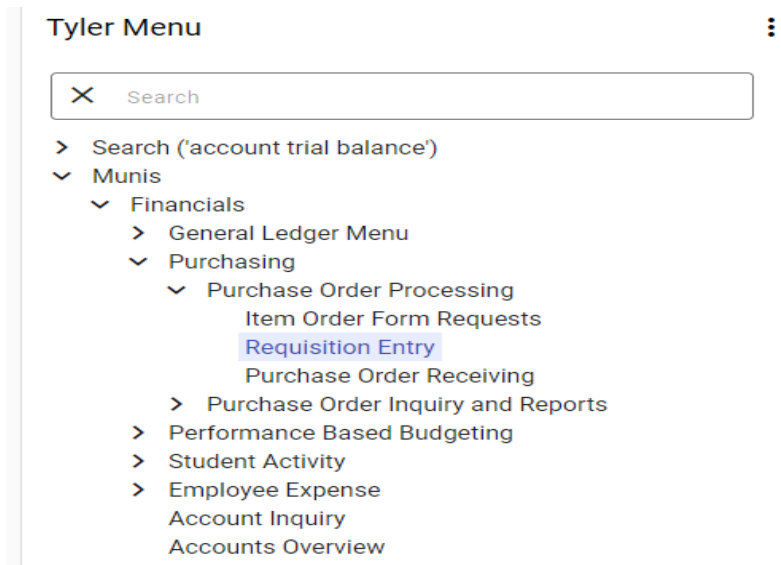
# REQUISITION STATUS CODES


You may also check the status of a Requisition once you have entered it.

Select **Munis**, then select **Financials**, then click on **Purchasing**, then select **Purchase Order Processing**, and finally click on **Requisition Entry**.

or

**Shortcut:** Just type Requisition Entry in the Search box under Tyler Menu.



If you know your Requisition Number, select  from the top menu.

Search

The image shows the 'Requisition Entry [Brenham ISD, TX]' application interface. At the top is a blue header bar with the title and a search icon. Below the header is a toolbar with various icons for navigation and actions. The main content area is divided into several sections: 'Main' with fields for Dept/Loc, Fiscal year, Requisition number, General description, Status, Needed by Entered, PO expiration, and Receive by; 'Vendor' with fields for Vendor Name, PO mailing, Delivery method, Remit, and Address; 'Shipping and Billing' with fields for Ship to Address, Email, Reference, Bill to, and Bill to email; 'Terms' with a field for Discount %; and 'Miscellaneous' with a field for Type PO. At the bottom is a 'Line Items' table with columns for Line, Description, Vendor, Qty, Unit price, UOM, Freight, Disc %, Credit, Line Total, and Justif.



Then **Tab** down three times to the **Requisition number \*** box.


Requisition Entry [Brenham ISD, TX]

Back Accept Cancel Query

Main

Dept/Loc \* [ ] ...  
Fiscal year \* [ ]  Current  Next  
Requisition number \* [ ]  
General description [ ]  
 General Notes

Status [ ]  
Needed by [ ]  
Entered \* [ ] By [ ]  
PO expiration [ ]  
Receive by  Quantity  Amount

Then type in your Requisition number and select  from the top menu.

**Accept**

Requisition Entry [Brenham ISD, TX]

Back Accept Cancel Query

Main

Dept/Loc \* [ ] ...  
Fiscal year \* [ ]  Current  Next  
Requisition number \* [ 20215735 ]  
General description [ ]  
 General Notes

Vendor

Vendor Name [ ]  Committed  
PO mailing [ ] ...  
Delivery method  Print  Fax  E-Mail  E-Procurement  
Remit [ ] ...  
Address [ ]  
 Vendor/Sourcing Notes  Vendor Quotes (0)

Terms

Discount % [ ]

Once your Requisition appears on the screen, you will be able to see the status code on the top right side of the screen.

041 [ ] ... BRENHAM MIDDLE SCHOOL  
2021  Current  Next  
20215731  
Amazon - binder supplies

Status **2** Created  
Needed by [ ]  
Entered \* 06/29/2021 By craley  
PO expiration [ ]  
Receive by  Quantity  Amount

## The chart below defines the valid status values.

Indicates the current approval status of the selected requisition. The following are valid status values for requisition approvals:

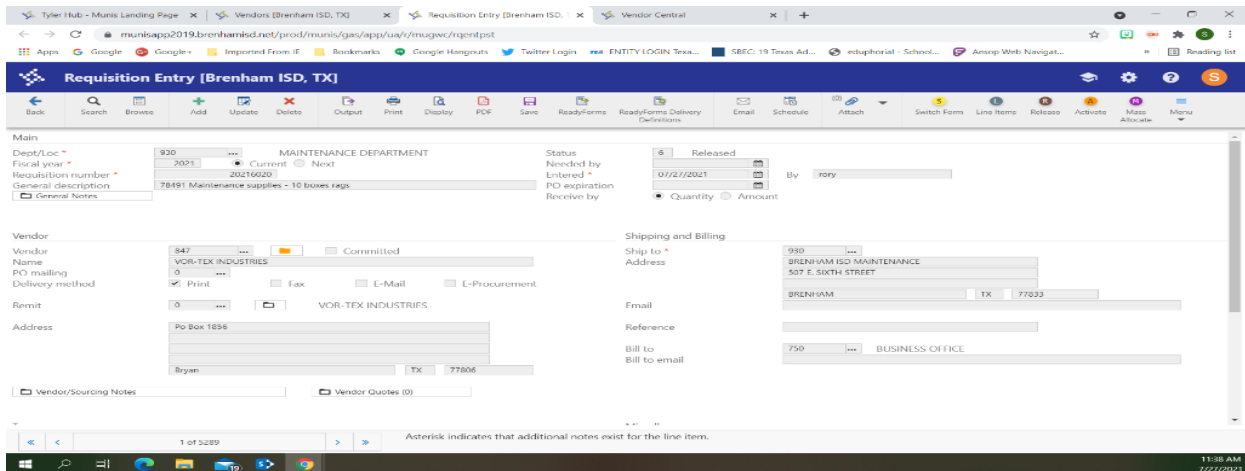
- 1- Rejected: The requisition has been rejected by an approver. Click the Approvers button to view the rejection comments. To update a rejected requisition, click the Activate button.
- 2- Created: The requisition header (general) details have been entered, but general ledger (GL) details have not been entered, or the requisition has header and GL detail, but does not have the appropriate budget to move it to a Status 4. In this case, a budget transfer must be made and posted, after which, you can click the Allocate button to move the requisition to a status 4-Allocated.
- 4- Allocated: The requisition has been entered and allocated (charged) to a general ledger account and, therefore, money is being taken from the available budget. The requisition has not been released into the workflow. A requisition must be in a status 4-Allocated to be released into the workflow; click Release to initiate the workflow process.
- 6- Released: The requisition has been released into the workflow and is awaiting approval. Click the Approvers button to see the current approval status.
- 8- Approved: The requisition has been fully approved in the workflow and is ready to be converted to a purchase order.
- 0- Converted: The requisition has been converted to a purchase order. The number is included on the Terms/Miscellaneous tab.

If you **DO NOT KNOW YOUR REQUISITION NUMBER**, select  **Browse** from the top menu.

Tab down once, then enter the current fiscal year.

Then select  **Accept** from the top menu.

The first of all of your requisitions will appear on the screen.



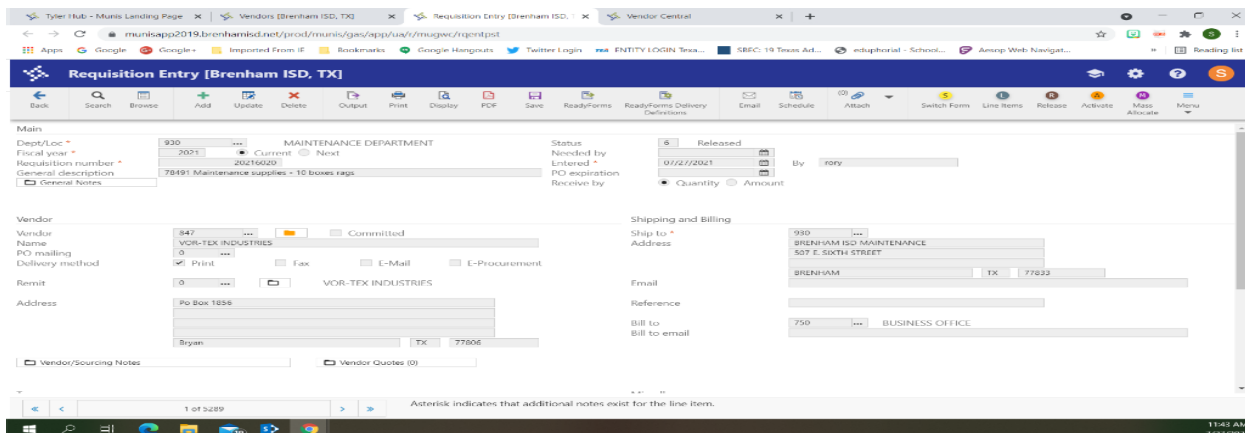
Select **Browse** from the top menu.

Your Requisitions will appear in a list format as shown below.

Record	Year	Requisition	Entry Date	Description
1	2021	20215895	07/14/2021	signs for walls
2	2021	20215894	07/14/2021	Signs for walls at BJH
3	2021	20215735	06/29/2021	Nurse Conference
4	2021	20215734	06/29/2021	Toner for printer
5	2021	20215529	06/08/2021	scripts for OAP
6	2021	20215526	06/08/2021	Instrument repairs
7	2021	20215411	05/28/2021	Notary Bond Renewal
8	2021	20215410	05/28/2021	Band supplies
9	2021	20215206	05/17/2021	nurse supplies
10	2021	20215205	05/17/2021	Repair Labor
11	2021	20215204	05/17/2021	Repairs for Band
12	2021	20214949	05/05/2021	batteries for testing
13	2021	20214944	05/05/2021	art supplies

Double click on the requisition number you want to check the status code.

The requisition will appear on the next screen and you will be able to view the status code on the top left side of the screen.

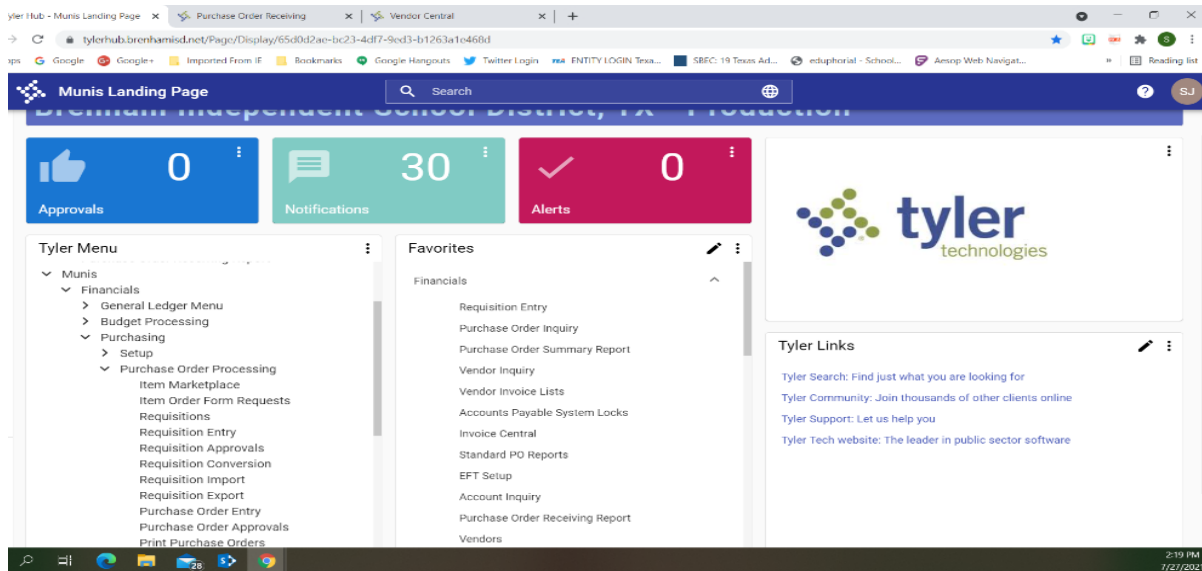


# PURCHASE ORDER RECEIVING

From the Tyler Menu, select **Financials**, then select **Purchasing**, next select **Purchase Order Processing**, finally select **Purchase Order Receiving**.

or

Shortcut: Type Purchase Order Receiving in Search Box under Tyler Menu.



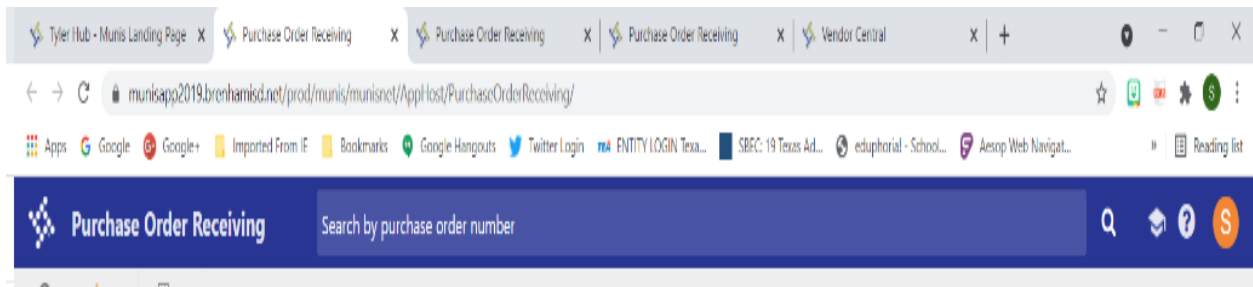
Click on **Purchase Order Processing** to bring up the screen below.

The screenshot shows the Purchase Order Receiving screen. At the top, there is a search bar with the text 'Search by purchase order number'. Below the search bar, there is a table of purchase orders. The table has columns for PO Number, Fiscal Year, Department, Status, Vendor Number, Vendor Name, and Total. The table contains 6 rows of data.

PO Number	Fiscal Year	Department	Status	Vendor Number	Vendor Name	Total
20220000	2022	750	Printed	97201	MAGAZINE SUBSCRIPTION SERVICE AGENCY	\$216.83
20220001	2022	750	Printed	97201	MAGAZINE SUBSCRIPTION SERVICE AGENCY	\$498.75
20220002	2022	750	Printed	97201	MAGAZINE SUBSCRIPTION SERVICE AGENCY	\$14.95
20220003	2022	102	Printed	97582	AMAZON CAPITAL SERVICE	\$256.38
20220004	2022	102	Printed	1155	QUILL CORPORATION	\$109.72
20220005	2022	101	Printed	94999	CITIBANK	\$133.87

The above screen shows all of your purchase orders.

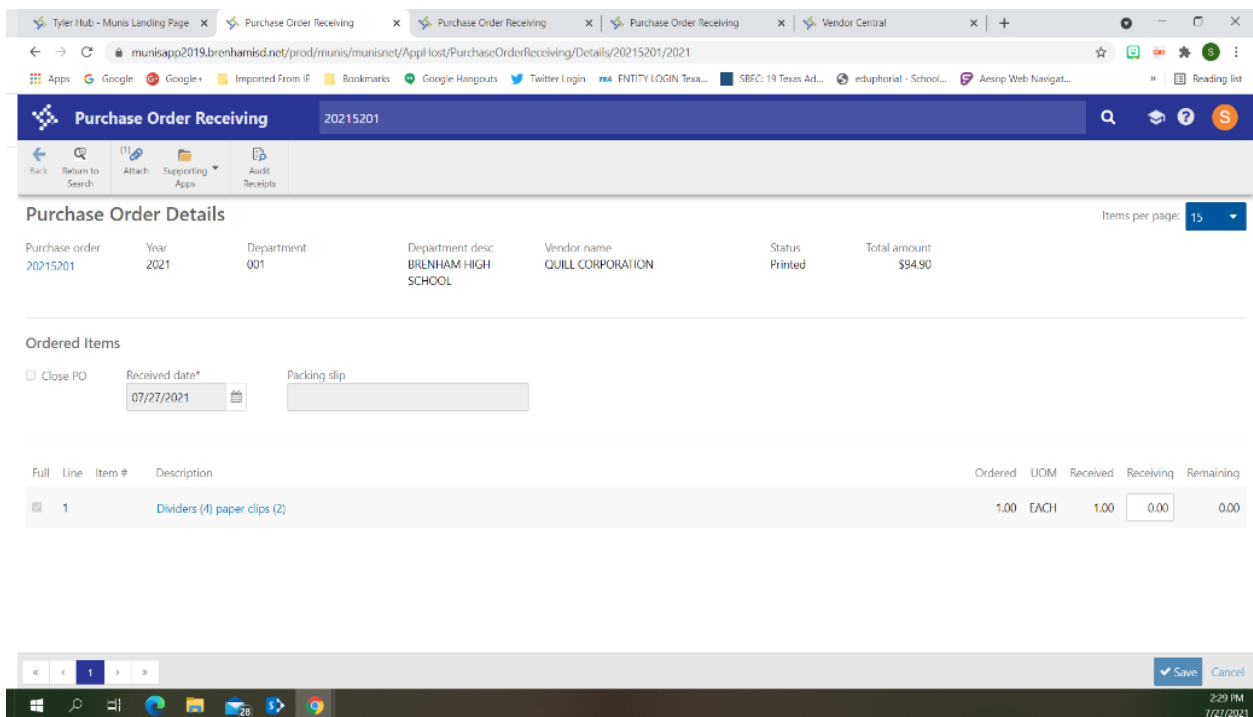
In the Search by purchase order number box at the top, type in the Purchase Order Number you want to “Receive”.



After you type in your PO number, **hit Enter** on your keyboard.

As seen above, only that PO line will appear on your screen.

**Click on the blue Purchase Order Number.**



The screen above will appear.

If you are paying the PO in **FULL**, click in the box next to Close PO.

Close PO

If you have more than one line item, be sure to check the boxes by each line item.

My example below only has one line item, so I would check the out beside the 1.

Ordered Items

Close PO    Received date\*     Packing slip

Full	Line	Item #	Description	Ordered	UOM	Received	Receiving	Remaining
<input checked="" type="checkbox"/>	1		Dividers (4) paper clips (2)	1.00	EACH	1.00	<input type="text" value="0.00"/>	0.00

Then click the blue **Save** button on the bottom right.

Ordered Items

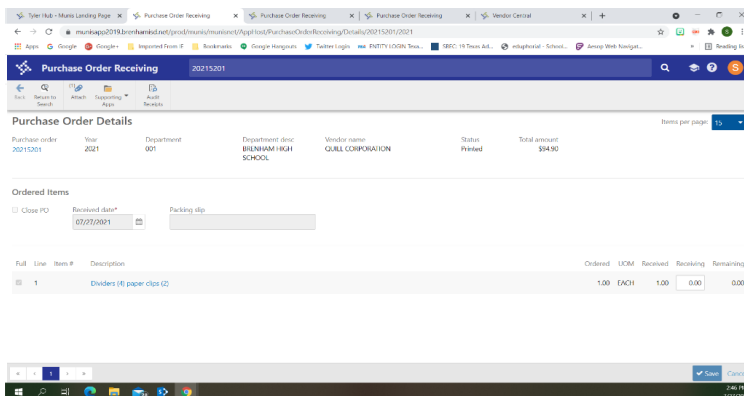
Close PO    Received date\*     Packing slip


Full	Line	Item #	Description	Ordered	UOM	Received	Receiving	Remaining
<input checked="" type="checkbox"/>	1		Dividers (4) paper clips (2)	1.00	EACH	1.00	<input type="text" value="0.00"/>	0.00

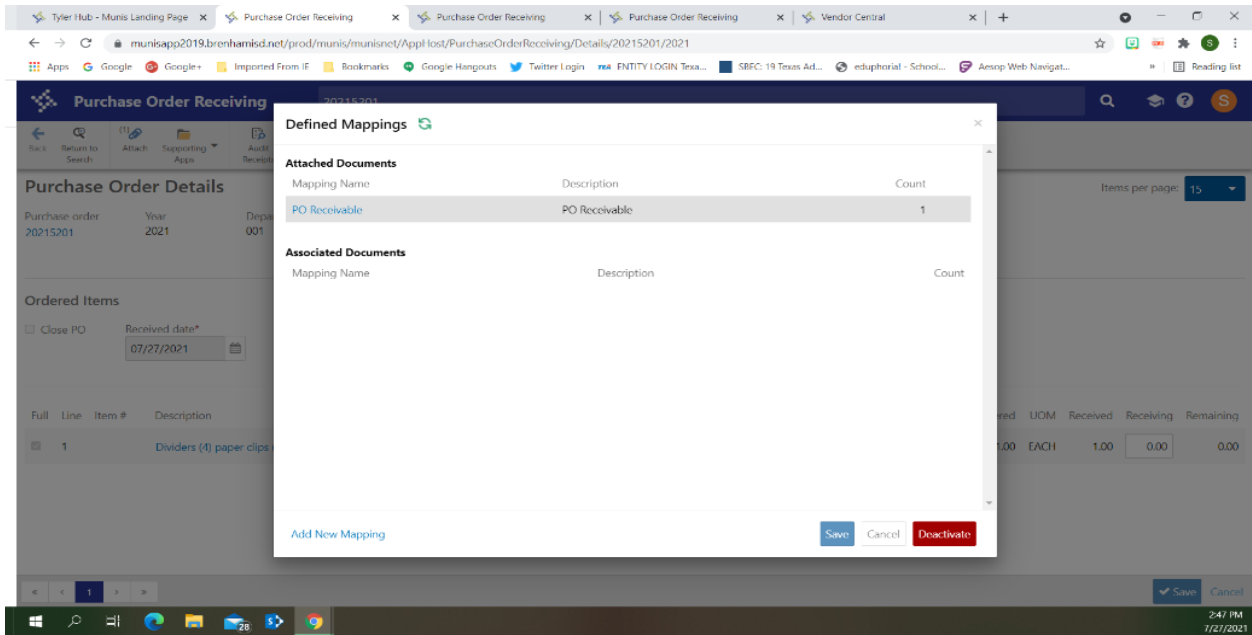


Now you will add your Invoice.

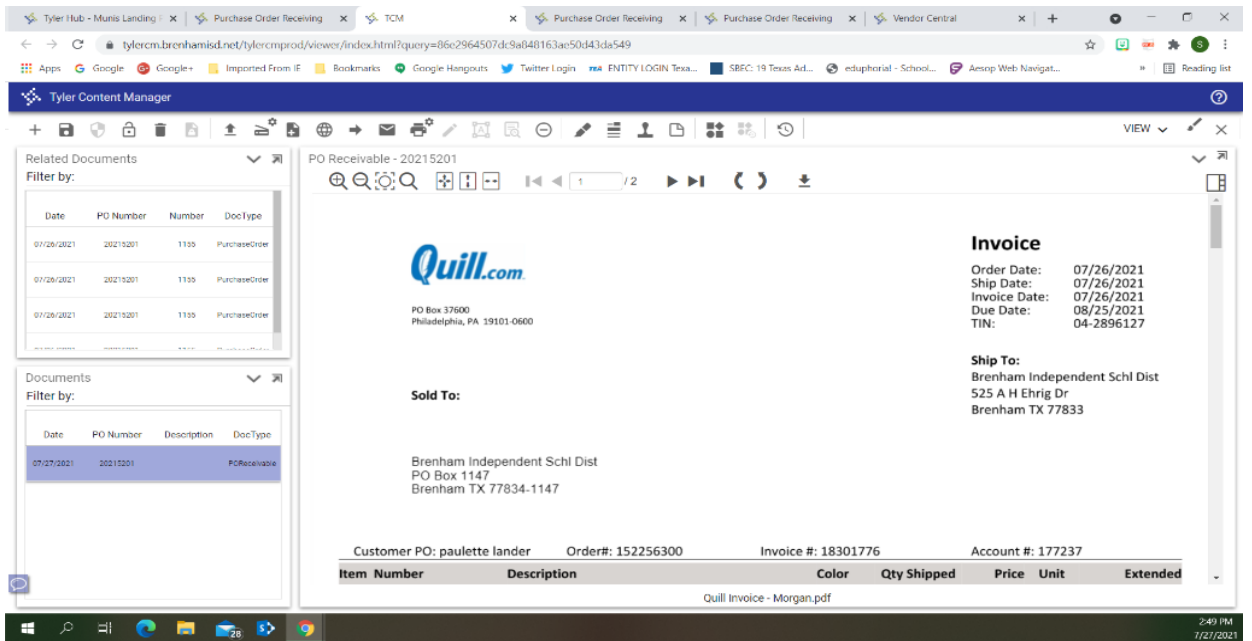
Select  Attach from the top menu.



After you select the  Attach, the screen below will appear.

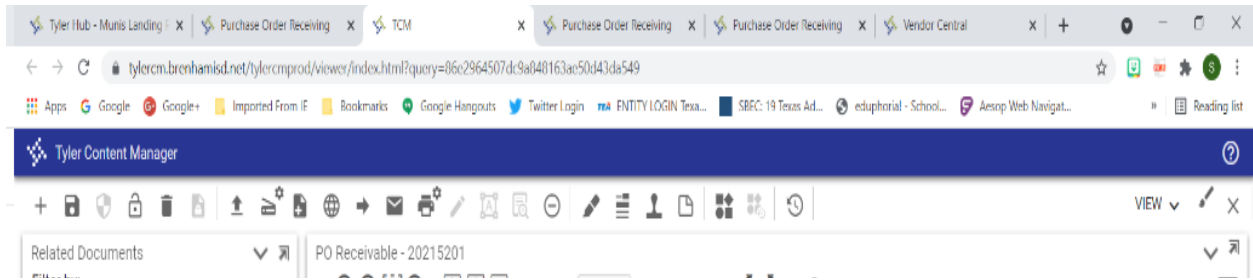


Click on the blue **PO Receivable** link under Mapping Name.

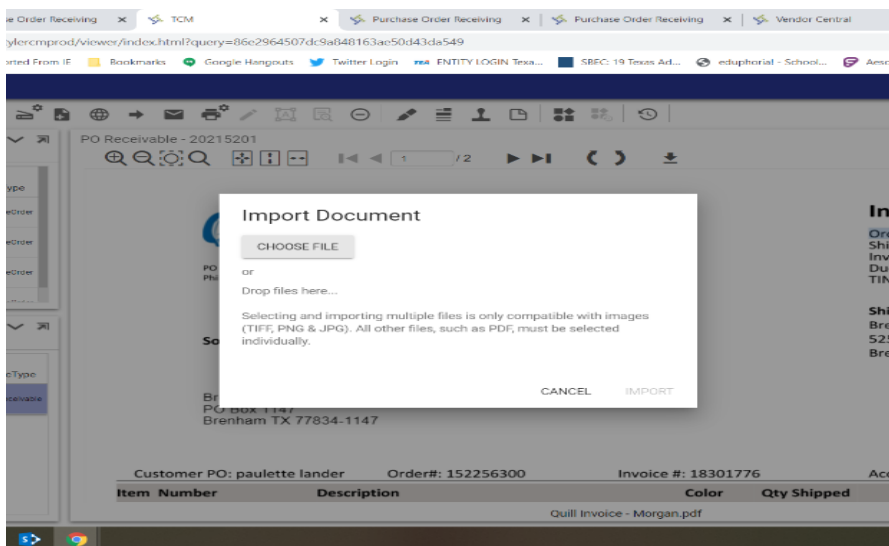


Although my example above shows the invoice already there, normally the screen will come as above except the right big square will be blank.

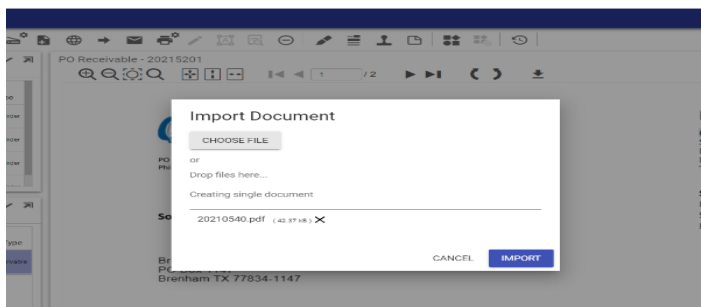
To Add the invoice, select the **+** Add button at the top of the page.  
Then choose your input option:



The 1st option is to **↑** Upload an invoice you have saved on your computer.  
Click the **↑** arrow in the top menu. The following box will appear.

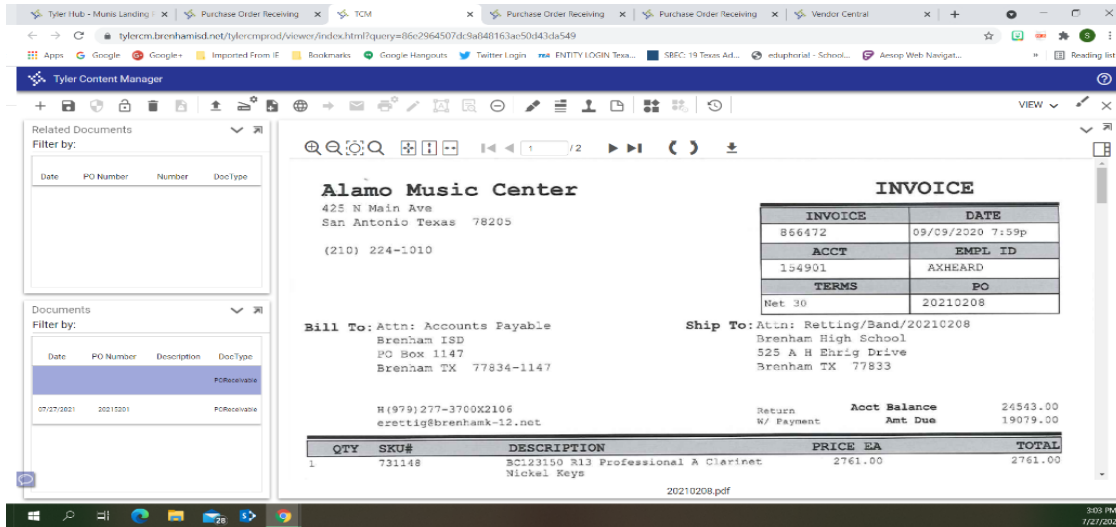


**Click on the grey Choose File** button. Then navigate on your computer to where the invoice is saved. Double click on the invoice once you have located it.



On this screen, click the blue **Import** box.

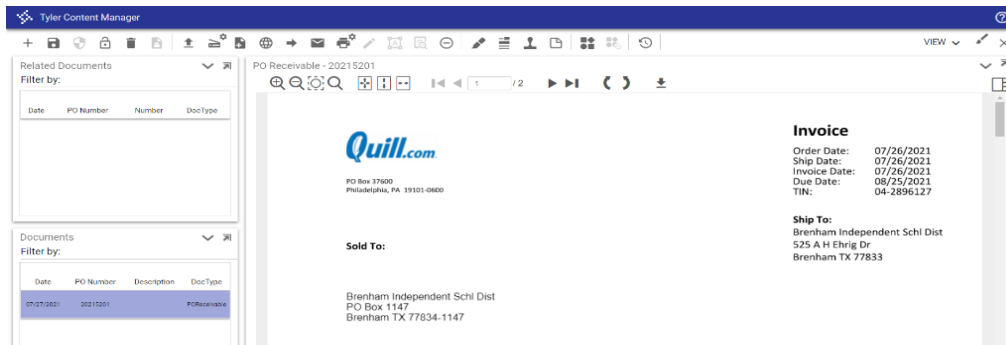




The invoice will appear in the large white box to the right.

Now you will need to **click the  disk on the top menu to Save the document.**

Your screen will blink, then the invoice image will reappear in the box and there will be a Date and PO Receivable line showing in the Documents box on the bottom left of your screen.



You can now close out of this screen by using the X in the top right corner. Then close the Defined Mappings by clicking the X in the top right corner. Continue to back-out of each screen.

## **MAKING ONLY PARTIAL PAYMENT FOR PURCHASE ORDER:**

**DO NOT check the box out beside the CLOSE PO box.**

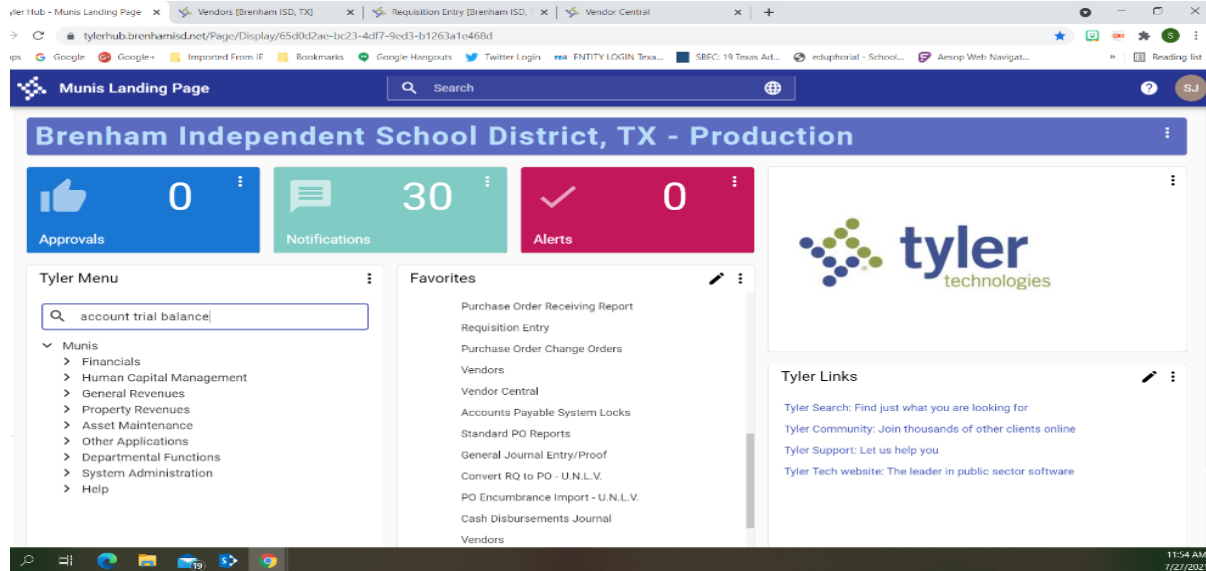
If you are **NOT** paying the Purchase Order in **FULL**, you will only check/select the **boxes** by the line items you **HAVE** received and **WANT** to pay.

Then proceed through the steps as outlined in this document to complete the *PO Receiving* process for only those items.

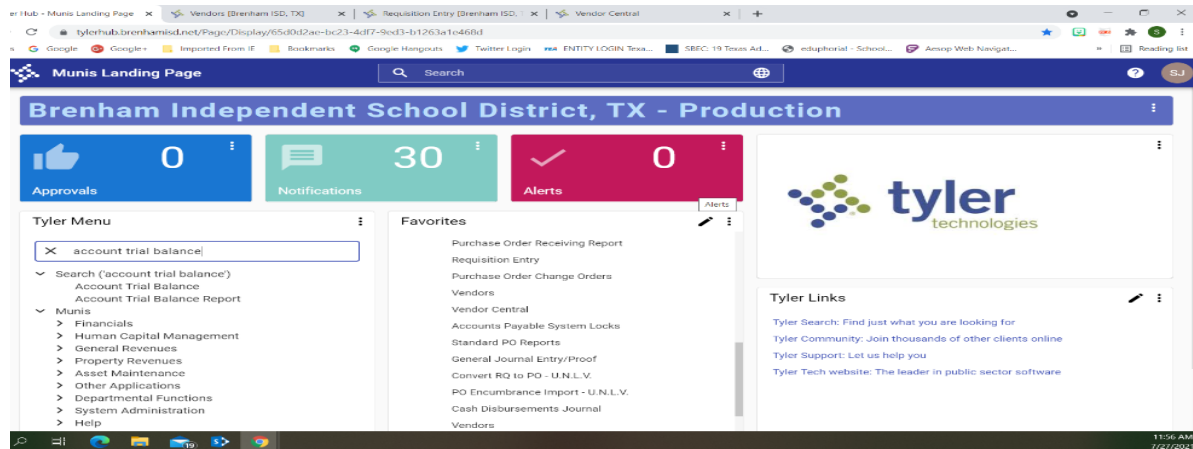
# ACCOUNT TRIAL BALANCE

To create a trial balance type in the Search bar under Tyler Menu:

## Account Trial Balance



Then select Enter on the keyboard.




Then click on Account Trial Balance in the dropdown menu.

The program displays the GL Segment Find screen as shown below.

The screenshot shows the 'Account Trial Balance [Brenham ISD, TX]' interface. At the top is a dark blue header with a logo and the title. Below the header is a toolbar with icons for Back, Search, Output, Print, Display, PDF, Save, Excel, Report Options, Brief Format, and Display Format. The 'Report Options' section contains a list of settings with checkboxes and input fields:

- Print (D)etail or (S)ummary \*
- Fiscal year-to-date version
- Reporting year \*
- Reporting from period  to \*
- Journal Detail from  to
- (B)alance sheet or (A)ll accounts \*
- Roll up projects to object level
- Omit zero balance accounts
- Sort By
- Print org code
- Print full GL account
- Print fund header and org/obj on total line
- Include page break between funds
- Amounts/totals exceed 999 million dollars
- Print report options
- Exclude fund balance YEC/AJE for prior years

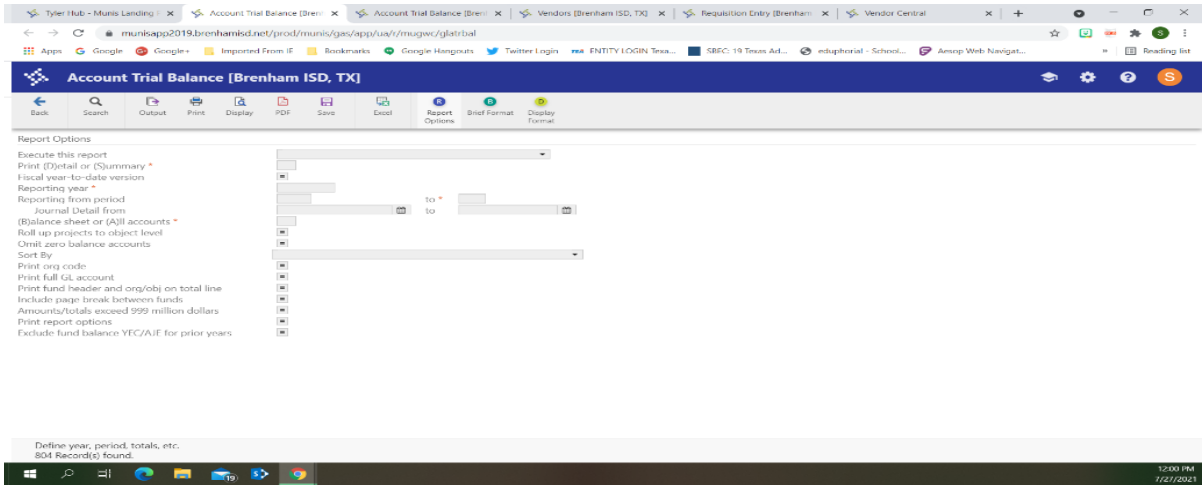
Select the  Search icon from Menu, then complete one or more of the segment boxes to create an active set that matches your criteria, or leave all the segment boxes blank to create an active set containing all accounts. You can also select accounts by type or status.

The screenshot shows the 'GL Segment Find [Brenham ISD, TX]' interface. At the top is a dark blue header with a logo and the title. Below the header is a toolbar with icons for Back, Accept, Cancel, and Query. The 'Find by Segments' section contains a list of fields with input boxes and dropdown menus:

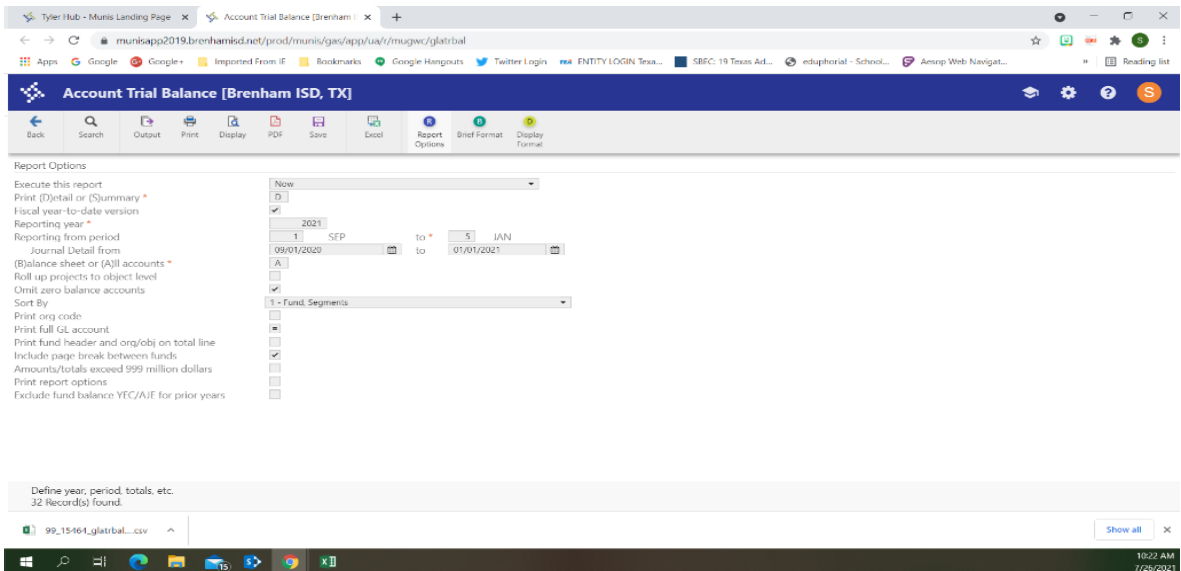
- Fund
- Function
- Object
- SubObject
- Organization
- ProgIntent
- Project
- Character code
- Account type
- Account status

Select  Accept from the ToolBar Menu.

The following screen will appear - at the bottom it shows how many records were found.



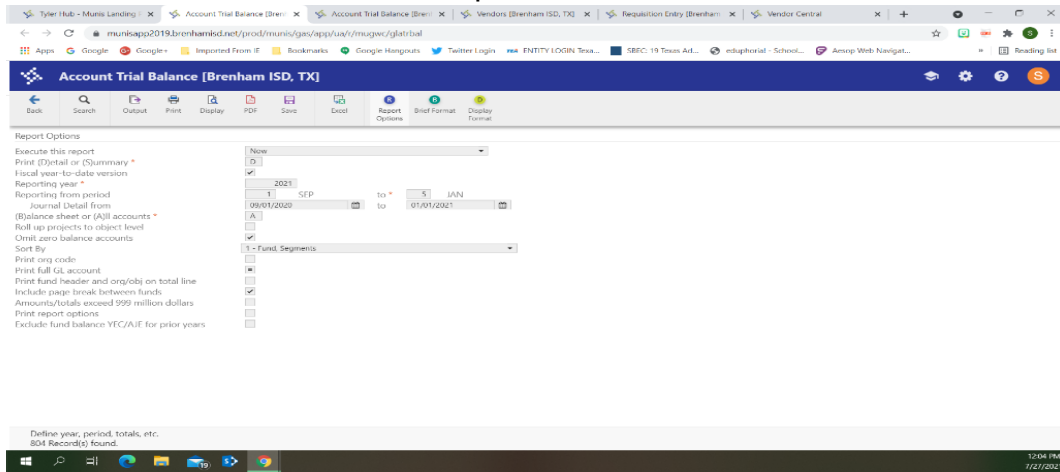
Click Report Options to establish the report criteria.



On the above screen, be sure to look at the **Reporting Year Date** and confirm **Reporting from Period** range is correct.

Select **Accept** from the ToolBar Menu.

## The value of the Execute This Report is Now.



Select an output option from the top menu to view/download the report -

PDF or Excel

Click on the download folder at the bottom of the screen to view your report.

Below is an example of the Excel format of the Report.

ACCOUNT	ACCOUNT NAME	PERIOD	DATE	REFERENCE	BEG. BALANCE DEBITS	CREDITS	NET CHANGE	END BALANCE
1	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	8,690.83	
2	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	17,381.66	
3	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	26,072.49	
4	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	34,763.32	
5	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	43,454.15	
6	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	52,144.98	
7	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	60,835.81	
8	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	69,526.64	
9	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	78,217.47	
10	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	86,908.30	
11	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	95,599.13	
12	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	104,289.96	
13	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	112,980.79	
14	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	121,671.62	
15	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	130,362.45	
16	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	139,053.28	
17	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	147,744.11	
18	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	156,434.94	
19	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	165,125.77	
20	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	173,816.60	
21	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	182,507.43	
22	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	191,198.26	
23	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	199,889.09	
24	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	208,579.92	
25	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	217,270.75	
26	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	225,961.58	
27	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	234,652.41	
28	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	243,343.24	
29	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	252,034.07	
30	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	260,724.90	
31	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	269,415.73	
32	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	278,106.56	
33	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	286,797.39	
34	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	295,488.22	
35	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	304,179.05	
36	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	312,869.88	
37	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	321,560.71	
38	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	330,251.54	
39	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	338,942.37	
40	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	347,633.20	
41	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	356,324.03	
42	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	365,014.86	
43	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	373,705.69	
44	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	382,396.52	
45	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	391,087.35	
46	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	399,778.18	
47	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	408,469.01	
48	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	417,159.84	
49	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	425,850.67	
50	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	434,541.50	
51	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	443,232.33	
52	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	451,923.16	
53	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	460,614.00	
54	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	469,304.83	
55	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	477,995.66	
56	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	486,686.49	
57	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	495,377.32	
58	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	504,068.15	
59	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	512,758.98	
60	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	521,449.81	
61	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	530,140.64	
62	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	538,831.47	
63	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	547,522.30	
64	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	556,213.13	
65	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	564,903.96	
66	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	573,594.79	
67	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	582,285.62	
68	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	590,976.45	
69	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	599,667.28	
70	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	608,358.11	
71	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	617,048.94	
72	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	625,739.77	
73	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	634,430.60	
74	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	643,121.43	
75	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	651,812.26	
76	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	660,503.09	
77	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	669,193.92	
78	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	677,884.75	
79	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	686,575.58	
80	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	695,266.41	
81	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	703,957.24	
82	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	712,648.07	
83	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	721,338.90	
84	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	730,029.73	
85	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	738,720.56	
86	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	747,411.39	
87	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	756,102.22	
88	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	764,793.05	
89	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	773,483.88	
90	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	782,174.71	
91	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	790,865.54	
92	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	799,556.37	
93	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	808,247.20	
94	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	816,938.03	
95	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	825,628.86	
96	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	834,319.69	
97	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	843,010.52	
98	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	851,701.35	
99	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	860,392.18	
100	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	869,083.01	
101	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	877,773.84	
102	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	886,464.67	
103	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	895,155.50	
104	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	903,846.33	
105	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	912,537.16	
106	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	921,228.00	
107	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	929,918.83	
108	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	938,609.66	
109	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	947,300.49	
110	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	955,991.32	
111	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	964,682.15	
112	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	973,373.00	
113	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	982,063.83	
114	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	990,754.66	
115	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	999,445.49	
116	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	1,008,136.32	
117	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	1,016,827.15	
118	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	1,025,518.00	
119	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	1,034,208.83	
120	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	1,042,900.00	
121	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	1,051,591.17	
122	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	1,060,282.34	
123	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	1,068,973.51	
124	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	1,077,664.68	
125	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	1,086,355.85	
126	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	1,095,047.02	
127	992 PRJ	#####	RUN: 1 WJ		8,690.83	0	1,103,738.19	
128	992 PRJ	#####	RUN: 1 WJ					

# ACCOUNT INQUIRY

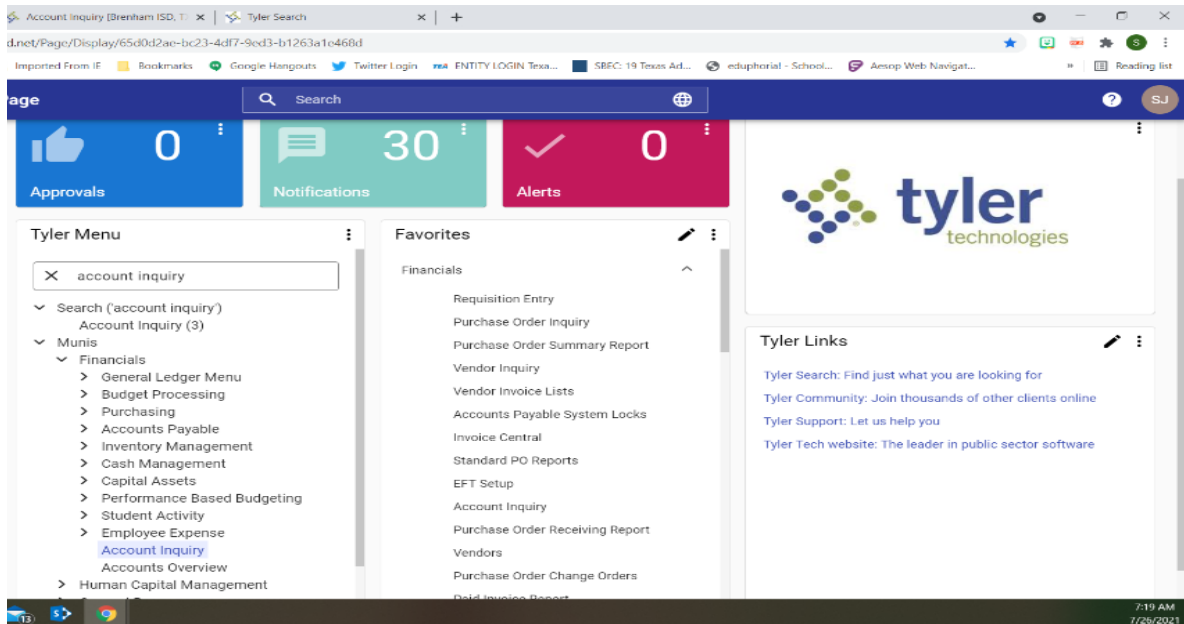
The Account Inquiry program provides both summarized and detailed history for a selected set of accounts, with a focus on current available budget amounts. Though you cannot modify data in this program, you can view data and create reports.

The information displayed in the columns depends on the permissions set for your role in General Ledger Roles. This program is subject to fund and org code security, limiting you to viewing only the accounts to which you have access. Additionally, the fields on the tabs within this program vary based on the account type.

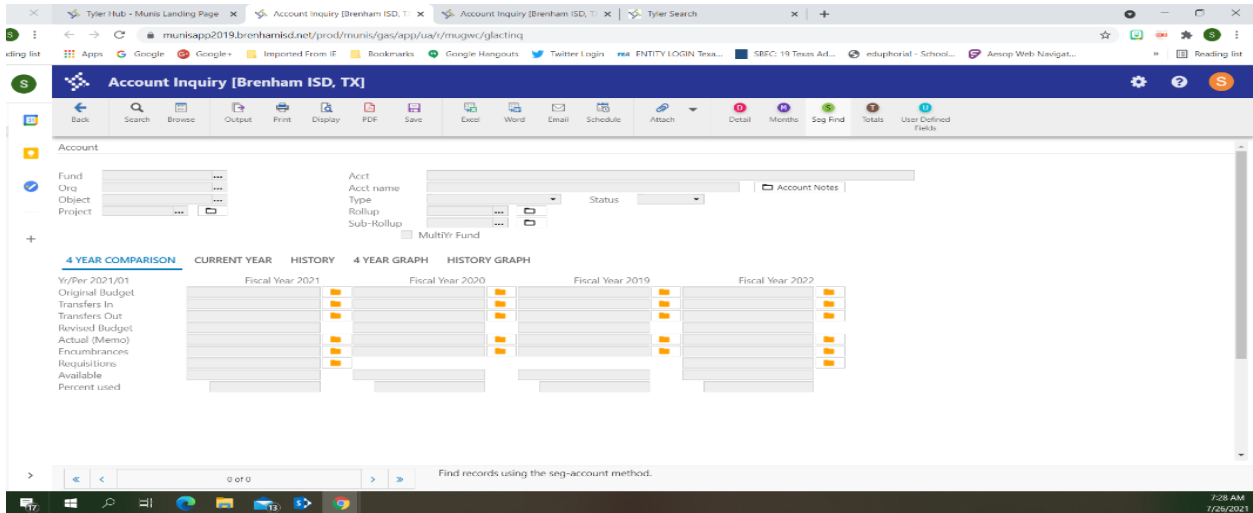
Account Inquiry is also subject to data restrictions by year. Access can be restricted by prior year, current year, or next year. If you have access to current-year data, you may view months and CFWD. If you have permission to access prior-year data, history is available.

## To open Account Inquiry:

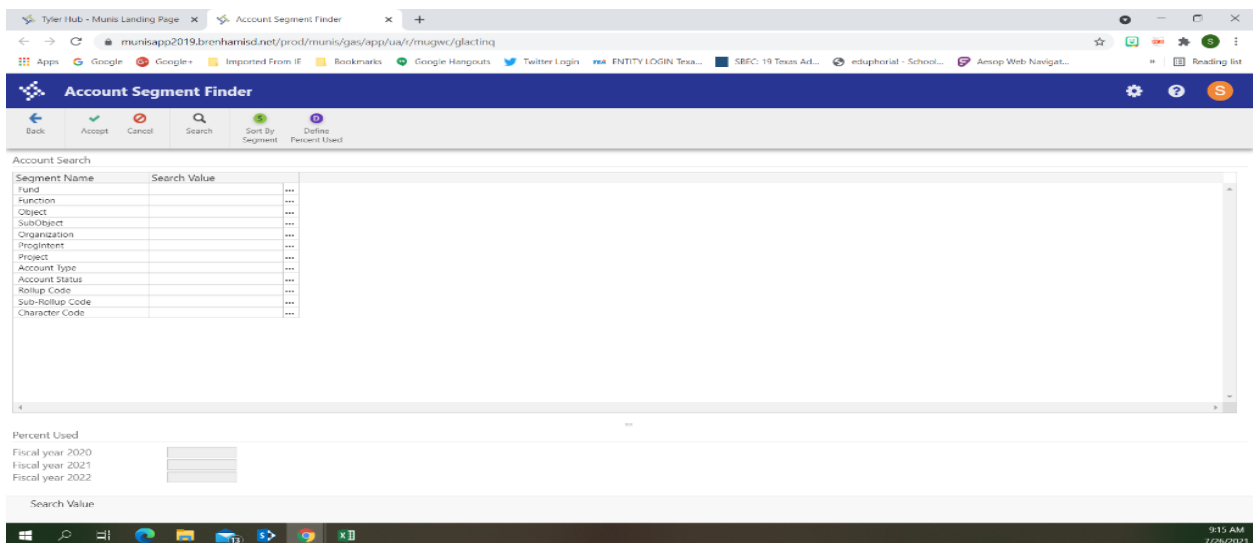
Under Tyler Menu, Select Munis, then select Financials, and finally Select Account Inquiry.



- From the Screen below, you will select **S** Seg Find from the top menu.

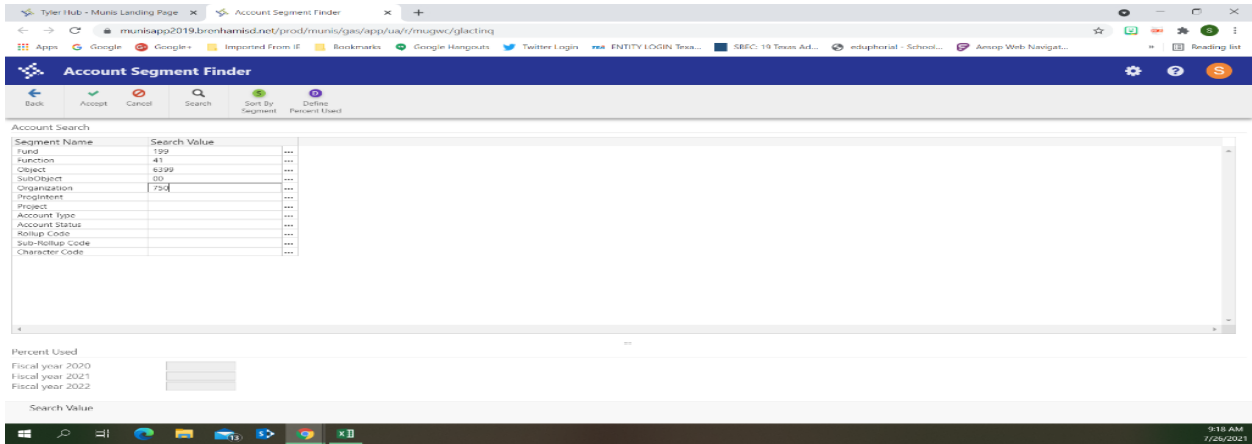


*The program displays the Account Segment Finder screen.*



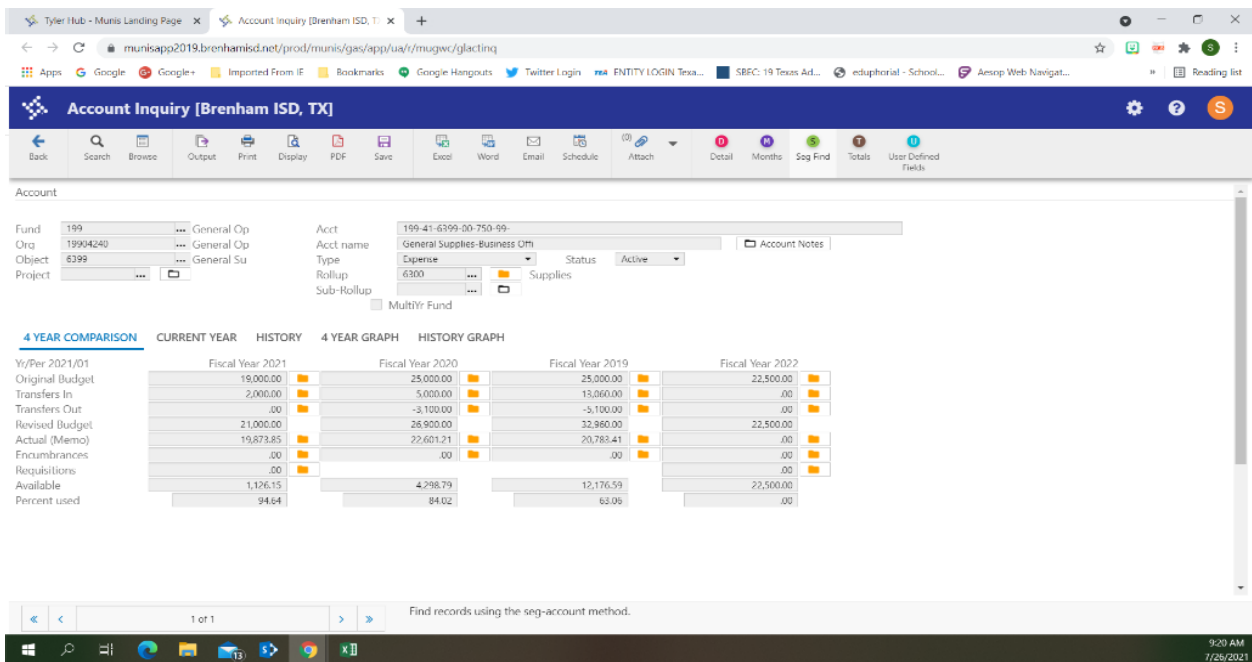
*On this screen, you will enter the Search Value for the Account you want to view.*





Click  **Accept.**

The program returns to the main Account Inquiry screen and indicates the number of records in the active set.



If more than one, you may use the arrows at the bottom of the screen to navigate through the records.

To view actual/individual line item details, **Double Click on the  Yellow Folder out beside Actual (Memo)**

Account Detail

Org: 19904240 | Object: 6399 | Project: | Account: 199-41-6399-00-750-99  
Account Description: General Supplies-Business Off

Posted	YR/Per	Journal	Eff Dt	Src	Ref1	Project String	PO/Ref2	Ref3	Ref4	Amount	Check #	Warrant	Vendor	Comment	Voucher	Carry Forward
Y	2021/11	326	07/20/21	API	012107				5754: W 072021tp	42.63	65419	072021tp	AT&T MOBIL ACCT #839258507			N
Y	2021/10	655	06/29/21	API	094599	20214597	5700:		W 062921ah	116.97	65300	062921ah	CITIBANK Arts & Appetizers Kids Pizzas			N
Y	2021/10	586	06/24/21	API	012107				5700: W 062421ah	42.63	65278	062421ah	AT&T MOBIL			N
Y	2021/10	119	06/04/21	API	002895	20213796	5652:		W 060421sj	13.98	65115	060421sj	SCHULENBU Envelopes			N
Y	2021/10	111	06/04/21	API	098811	20214734	5646:		W 060421sj	695.00	65092	060421sj	CP-DBS, LLC Annual Agreement			N
Y	2021/09	742	05/25/21	API	012107				5611: W 052521sj	42.63	64997	052521sj	AT&T MOBIL MAY 2021 STATEMENT			N
Y	2021/09	572	05/19/21	API	001155	20214425	5604:		W 051921ah	39.08	64979	051921ah	QUILL CORP Toner Collection Unit			N
Y	2021/09	17	05/03/21	GEN					postage	340.36			April postage			N
Y	2021/08	964	04/29/21	API	094599	20214092	5523:		W 042921ah	101.99	64698	042921ah	CITIBANK Citibank			N
Y	2021/08	716	04/21/21	API	001155	20214002	5494:		W 042121ah	182.00	64617	042121ah	QUILL CORP Supplies			N
Y	2021/08	716	04/21/21	API	012107				5489: W 042121ah	42.63	64584	042121ah	AT&T MOBIL billing			N

To view Encumbrances details, **Double Click on the Yellow Folder** out beside Encumbrances.

Account Detail

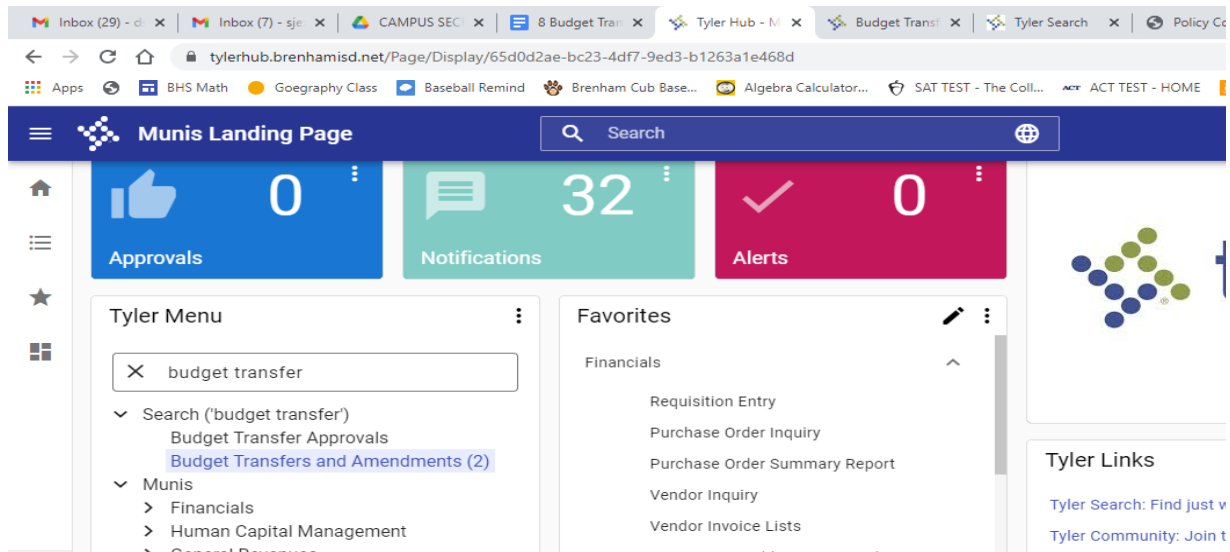
Org: 19904240 | Object: 6399 | Project: | Account: 199-41-6399-00-750-99  
Account Description: General Supplies-Business Off

Posted	YR/Per	Journal	Eff Dt	Src	Ref1	Project String	PO/Ref2	Ref3	Ref4	Amount	Check #	Warrant	Vendor	Comment	Voucher	Carry Forward
Y	2021/10	655	06/29/21	POL	094599	20214597	5700:		LIQ/INV	-116.97			CITIBANK	Arts & Appetizers Kids Piz2021		N
Y	2021/10	119	06/04/21	POL	002895	20213796	5652:		LIQ/INV	-13.98			SCHULENBU	Envelopes 2021		N
Y	2021/10	111	06/04/21	POL	098811	20214734	5646:		LIQ/INV	-695.00			CP-DBS, LLC	Annual Agreement 2021		N
Y	2021/09	916	05/28/21	POE	098811	20214734			PO ENT/PRF	695.00			CP-DBS, LLC	Annual Agreement		N
Y	2021/09	604	05/21/21	POE	094599	20214597			PO ENT/PRF	116.97			CITIBANK	Arts & Appetizers Kids Pizzas		N
Y	2021/09	572	05/19/21	POL	001155	20214425	5604:		LIQ/INV	-39.08			QUILL CORP	Toner Collection Unit 2021		N
Y	2021/09	285	05/10/21	POE	001155	20214425			PO ENT/PRF	39.08			QUILL CORP	Toner Collection Unit		N
Y	2021/08	964	04/29/21	POL	094599	20214092	5523:		LIQ/INV	-101.99			CITIBANK	Citibank 2021		N
Y	2021/08	716	04/21/21	POL	001155	20214002	5494:		LIQ/INV	-16.03			QUILL CORP	Supplies 2021		N
Y	2021/08	716	04/21/21	POL	001155	20214002	5494:		LIQ/INV	-185.98			QUILL CORP	Supplies 2021		N
Y	2021/08	697	04/21/21	POE	094599	20214092			PO ENT/PRF	101.99			CITIBANK	Citibank		N
Y	2021/08	553	04/16/21	POE	001155	20214002			PO ENT/PRF	182.01			QUILL CORP	Supplies		N
Y	2021/08	445	04/14/21	POL	097582	20213565	5472:		LIQ/INV	-15.30			AMAZON C/	Baseball Tailgate Supplies2021		N
Y	2021/08	234	04/07/21	POE	002895	20213796			PO ENT/PRF	13.98			SCHULENBU	Envelopes		N

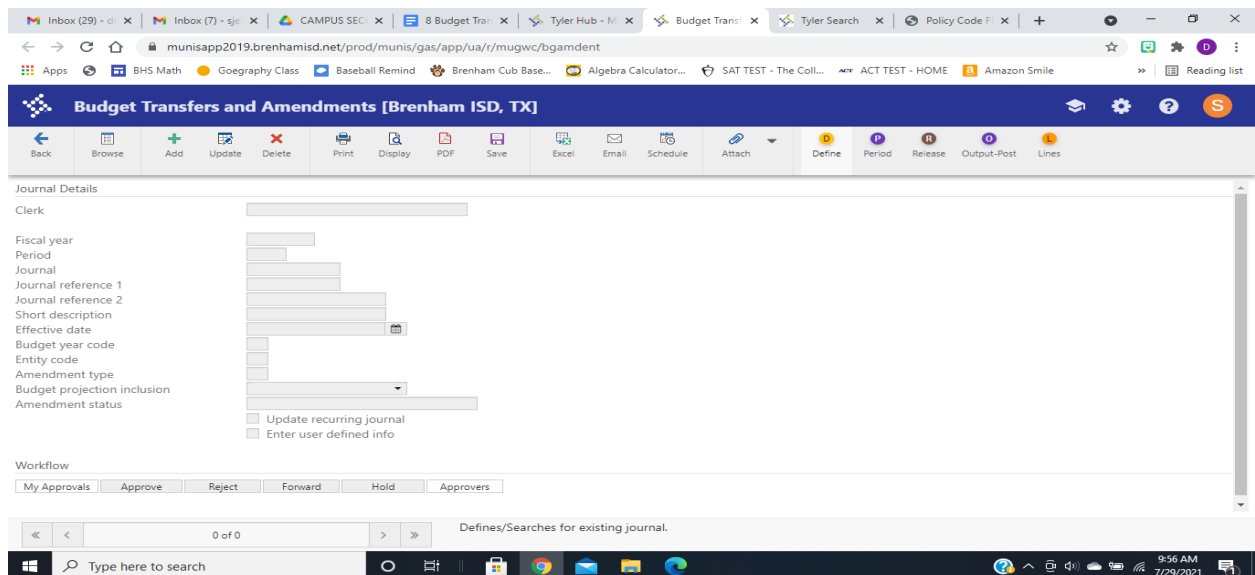
Continue click the **Back Button** to close out of the screens and back to your Main Menu.

# BUDGET TRANSFER INSTRUCTIONS

From the Munis Landing Page, search **Budget Transfer**.



Click on the **Budget Transfers and Amendments**.



Click **+** Add from the top menu.

**Budget Transfers and Amendments [Brenham ISD, TX]**

Journal Details

Clerk

Fiscal year \* 2021

Period \* 11 JUL

Journal

Journal reference 1

Journal reference 2

Short description \*

Effective date \* 07/29/2021

Budget year code 1

Entity code \* 1

Amendment type \* 1

Budget projection inclusion Continuing

Amendment status

Update recurring journal

Enter user defined info

Workflow

My Approvals Approve Reject Forward Hold Approvers

0 of 0 Enter the fiscal year for the journal

## TAB down to the **Short Description** box, type **Transfer**

**Budget Transfers and Amendments [Brenham ISD, TX]**

Journal Details

Clerk Shannon

Fiscal year 2021

Period 11 JUL

Journal 462

Journal reference 1

Journal reference 2

Short description Transfer

Effective date 07/29/2021

Budget year code 1

Entity code 1

Amendment type 1

Budget projection inclusion Continuing

Amendment status Held

Update recurring journal

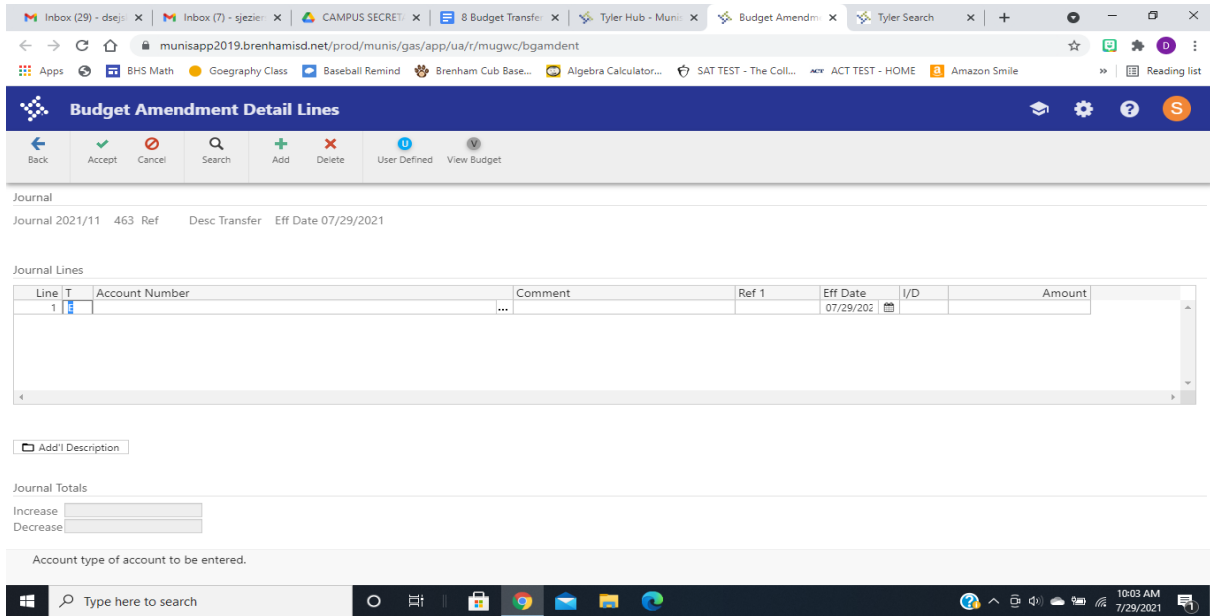
Enter user defined info

Workflow

My Approvals Approve Reject Forward Hold Approvers

1 of 1 Defines/Searches for existing journal.

Continue to **TAB** down until the screen below appears.




Enter the **Account #** you want to **ADD/INCREASE** the money **TO**.

TAB over to **Comment Box**, type **COVERAGE OVERAGE**.

When Adding \$\$ - it Increases (I) the amount.

**TAB** until you on the next line to enter the **Account #** you want to **SUBTRACT/DECREASE** the money **FROM**.

When Subtracting \$\$ - it Decreases (D) the amount.

Click  Accept on the top menu.

Then click  Back on the top menu.

Then select  Release from the top menu.

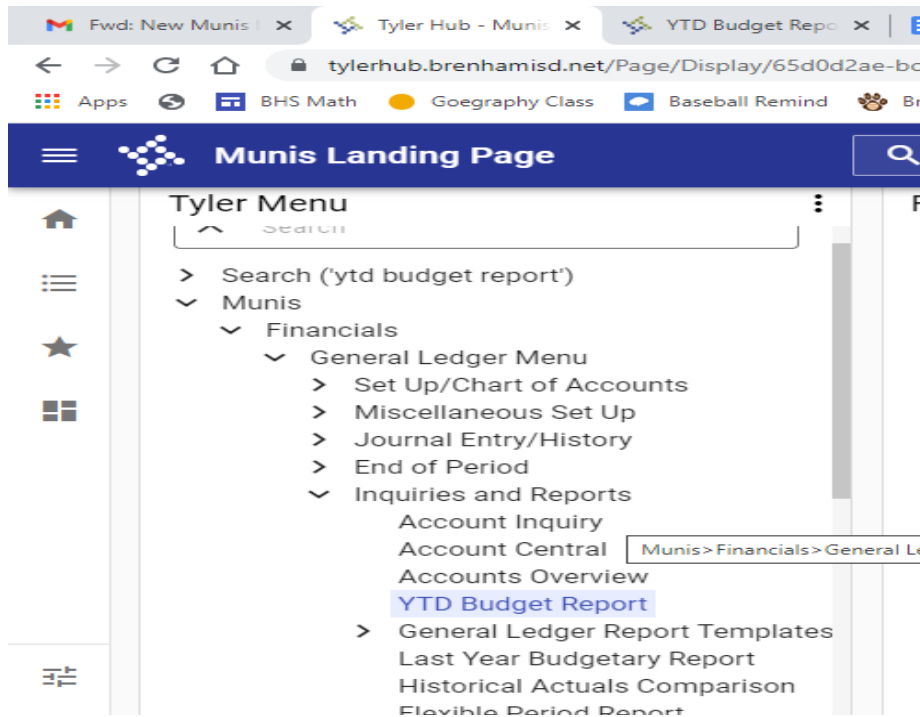
You have now completed your Budget Transfer Request.

# YTD BUDGET REPORT

From the Tyler Menu, select **Munis**, **Financials**, then select **General Ledger Menu**.

Then, select **Inquiries and Reports**.

Finally, select **YTD Budget Report**.



**To Create a Report:**

Click **S** Seg Find to identify accounts by segment, or click **Search** on the **toolbar** to identify accounts using the fields on the main screen.

**YTD Budget Report [Brenham ISD, TX]**

Account Rollup

Org

Object

Project

Rollup code

Account Type/Status

Account type

Account status

From **S Seg Find**, complete one or more of the accessible fields to create an active set matching specific criteria, or leave the fields blank to create an active set of all object codes.

**GL Segment Find [Brenham ISD, TX]**

Find by Segments

Fund

Function

Object

SubObject

Organization

ProgIntent

Project

Character code

Account type

Account status

Rollup Code

Click **Accept** on the top menu.

The program displays the number of records selected in the status bar.

Find records using the seg-account method.  
38 Record(s) found.

Click  Report Options.

Sequence	Field #	Total	Page Break
Sequence 1	1 - Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 2	9 - Org	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

**Please note:** The Current Year/Period (2021 99) is saved as the Default. This will run the report from the beginning of the school year to the current month.

**If you want to run only one month,** please change the /period accordingly. This will then select only the one month entered and set that month as the Default.




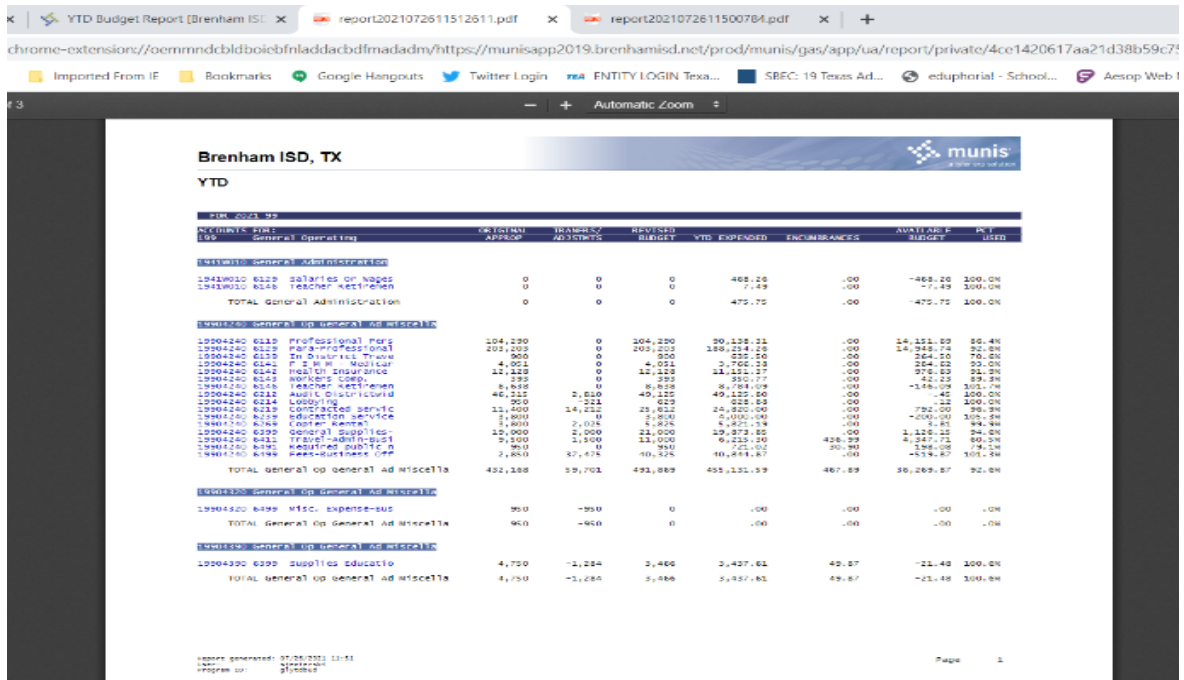
Next time you go back into this program, be sure to change the /period again to reflect the full range (99) or whatever month you want to view.

**Select your report preferences.**

Click  **Accept.**

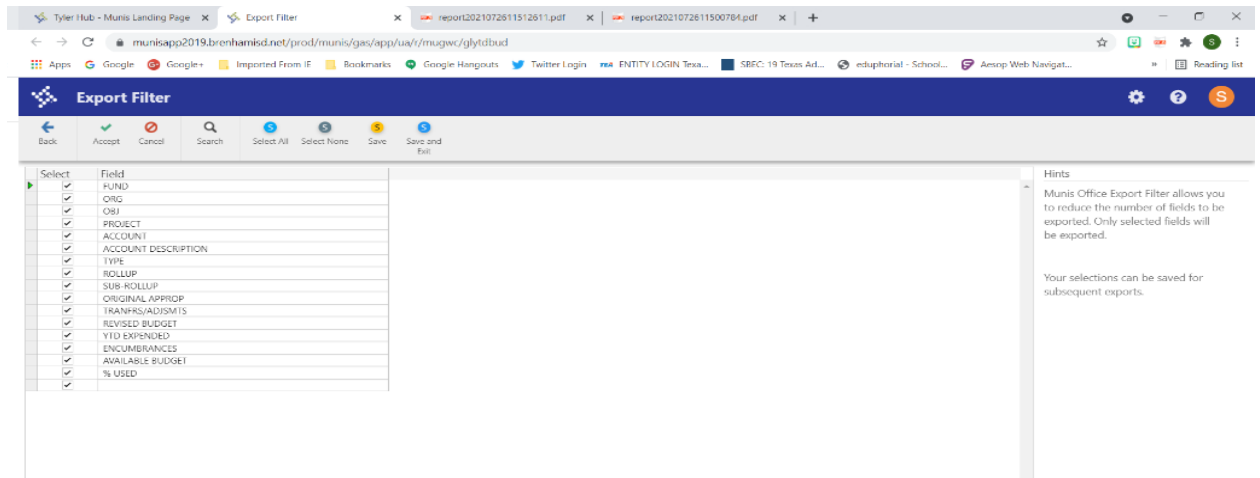
Then select  **Back** from the top menu.

If you select the  **PDF** option to export the report, the PDF will pop-up on your screen. You may print from the screen.



FUND	ORG	PROJECT	ACCOUNT	ACCOUNT DESCRIPTION	TYPE	ROLLUP	SUB-ROLLUP	ORIGINAL APPROP	TRANSFER ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
1000000	0120			Salaries of Wages				0	0	0	488.26	.00	-488.26	100.0%
1000000	0125			Personnel Expenses				0	0	0	7.69	.00	-7.69	100.0%
<b>TOTAL General Administration</b>														
1000400	0110			Professional Fees				204,230	0	204,230	30,158.21	.00	14,151.59	80.4%
1000400	0112			Travel				101,200	0	101,200	188,214.26	.00	14,244.74	74.0%
1000400	0113			Printing				500	0	500	500.00	.00	24.00	100.0%
1000400	0114			Telephone				4,001	0	4,001	3,700.00	.00	34.00	100.0%
1000400	0115			Medical				14,218	0	14,218	11,111.27	.00	976.03	78.2%
1000400	0116			Workers Comp.				285	0	285	350.77	.00	42.23	124.3%
1000400	0117			Health Insurance				6,259	0	6,259	6,784.09	.00	-1,525.09	108.7%
1000400	0118			Auto Insurance				40,215	2,610	42,825	49,125.00	.00	-45,100.00	115.1%
1000400	0119			Liability				200	221	421	624.00	.00	-12.00	147.0%
1000400	0120			Contracted Service				11,400	14,212	25,612	24,000.00	.00	792.00	94.9%
1000400	0121			Education Service				1,800	0	1,800	5,921.00	.00	-1,051.00	305.5%
1000400	0122			Computer Rental				1,800	2,025	3,825	5,921.00	.00	-2,096.00	154.4%
1000400	0123			General Supplies				10,000	2,000	12,000	22,973.50	.00	1,120.25	24.0%
1000400	0124			Travel-Admin-Bus				1,100	1,100	2,200	6,213.20	426.39	4,247.71	80.3%
1000400	0125			Required Public				300	0	300	721.00	.00	1,394.00	74.1%
1000400	0126			News-Outside Org				2,850	87,475	90,325	10,841.87	.00	-514.87	101.5%
<b>TOTAL general op general Ad miscella</b>														
1000420	0199			Misc. Expense-Bus				350	-350	0	.00	.00	.00	.0%
<b>TOTAL General Op General Ad Miscella</b>														
1000430	0199			Supplies Educatio				4,750	-1,254	3,496	3,427.63	49.87	-21.48	100.0%
<b>TOTAL general op general Ad miscella</b>														

If you select the  **Excel** format, the screen below will appear.



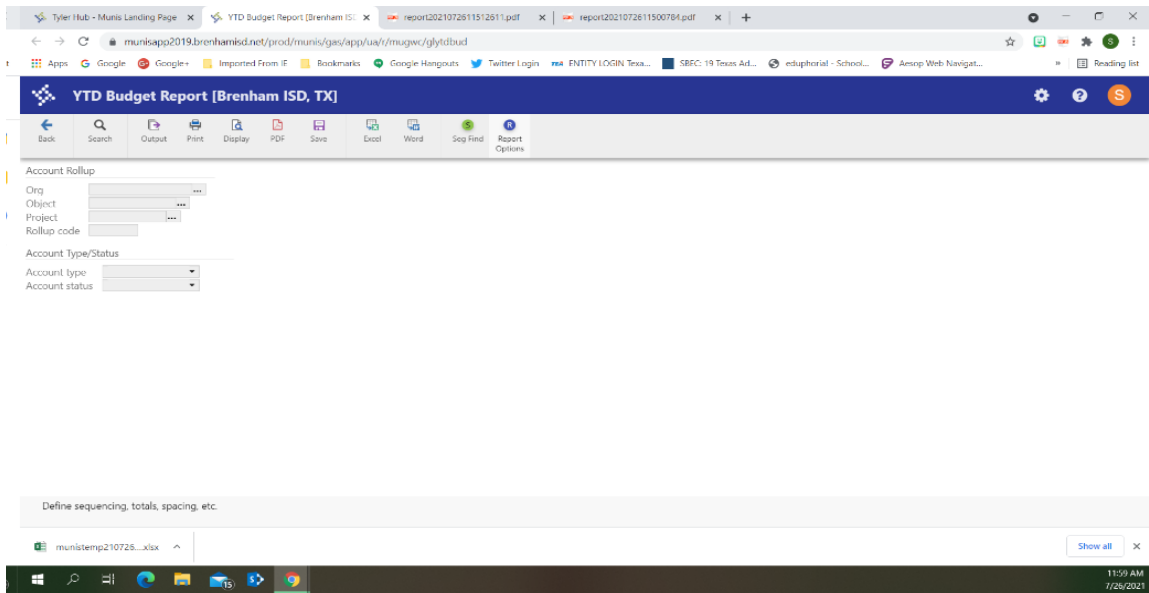
**Export Filter**

Back Accept Cancel Search Select All Select None Save Save and Exit

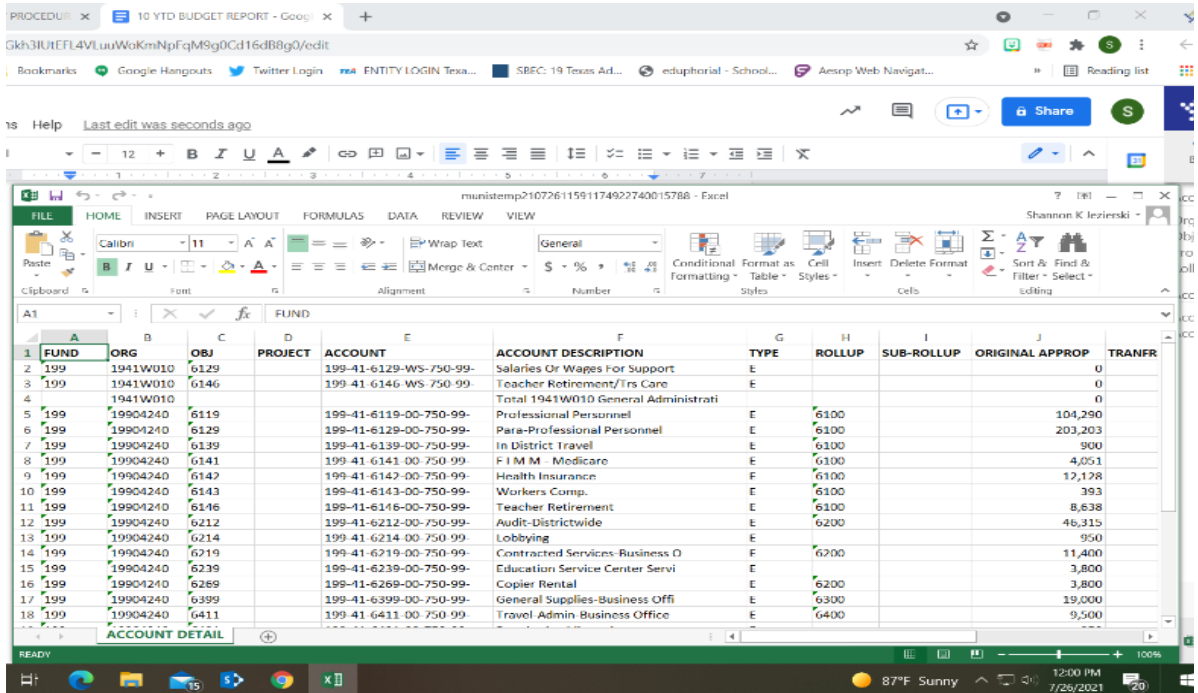
Select	Field
<input checked="" type="checkbox"/>	FUND
<input checked="" type="checkbox"/>	ORG
<input checked="" type="checkbox"/>	OBJ
<input checked="" type="checkbox"/>	PROJECT
<input checked="" type="checkbox"/>	ACCOUNT
<input checked="" type="checkbox"/>	ACCOUNT DESCRIPTION
<input checked="" type="checkbox"/>	TYPE
<input checked="" type="checkbox"/>	ROLLUP
<input checked="" type="checkbox"/>	SUB-ROLLUP
<input checked="" type="checkbox"/>	ORIGINAL APPROP
<input checked="" type="checkbox"/>	TRANSFER/ADJUSTMENTS
<input checked="" type="checkbox"/>	REVISED BUDGET
<input checked="" type="checkbox"/>	YTD EXPENDED
<input checked="" type="checkbox"/>	ENCUMBRANCES
<input checked="" type="checkbox"/>	AVAILABLE BUDGET
<input checked="" type="checkbox"/>	% USED

**Hints**  
Munis Office Export Filter allows you to reduce the number of fields to be exported. Only selected fields will be exported.  
  
Your selections can be saved for subsequent exports.

Select **Accept** from the top menu. Then the Excel format report will download to the bottom of your screen.



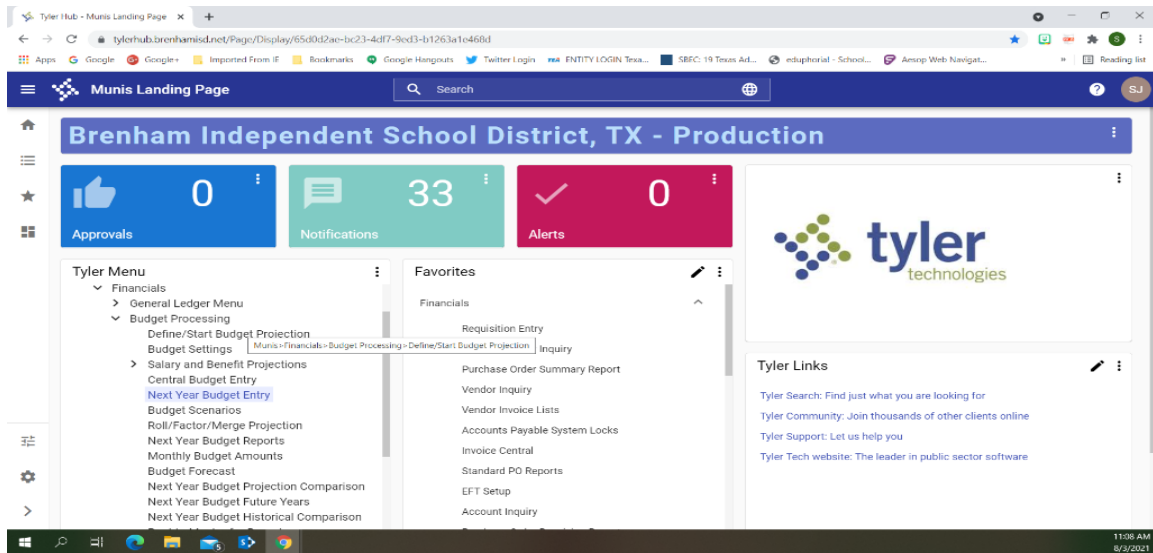
Double click the downloaded file at the bottom of the screen. This will open the Excel format of the report.



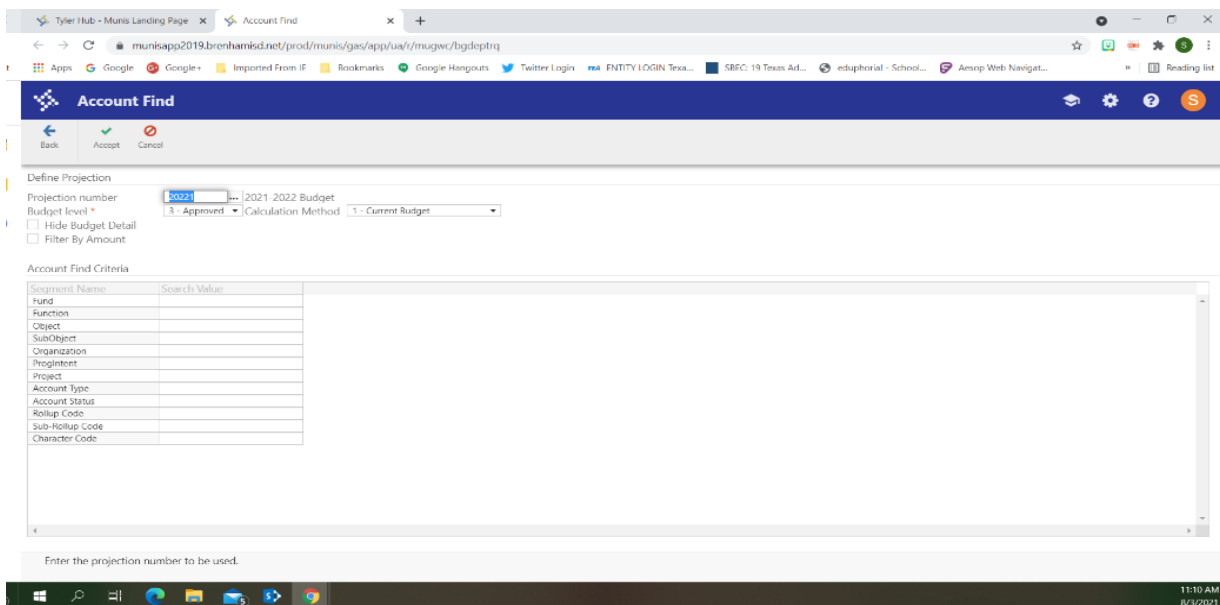
# NEXT YEAR BUDGET ENTRY

To add next year budget requests into Munis:

1. Open the New Year Budget Entry program.  
Financials > Budget Processing > Next Year Budget Entry

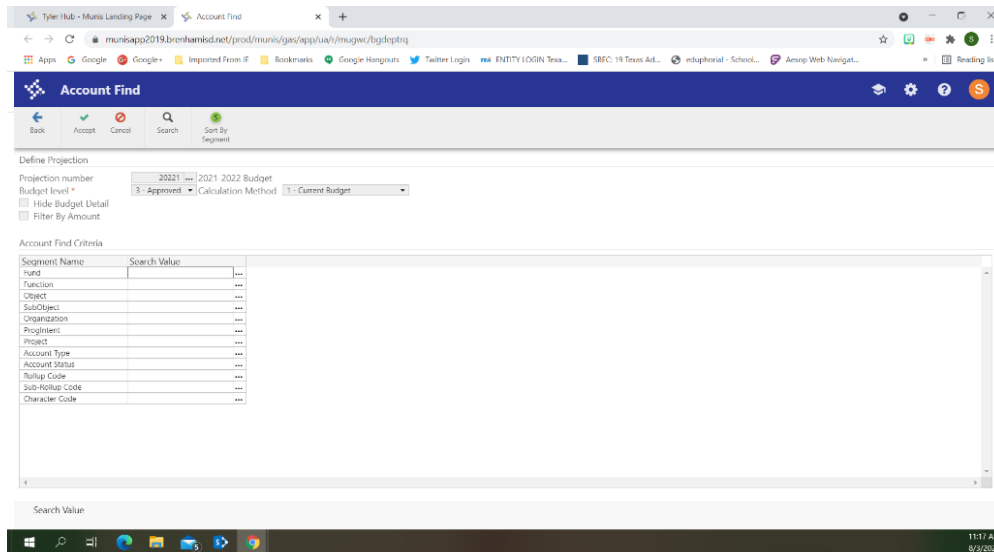


2. Projection Number will automatically populate.



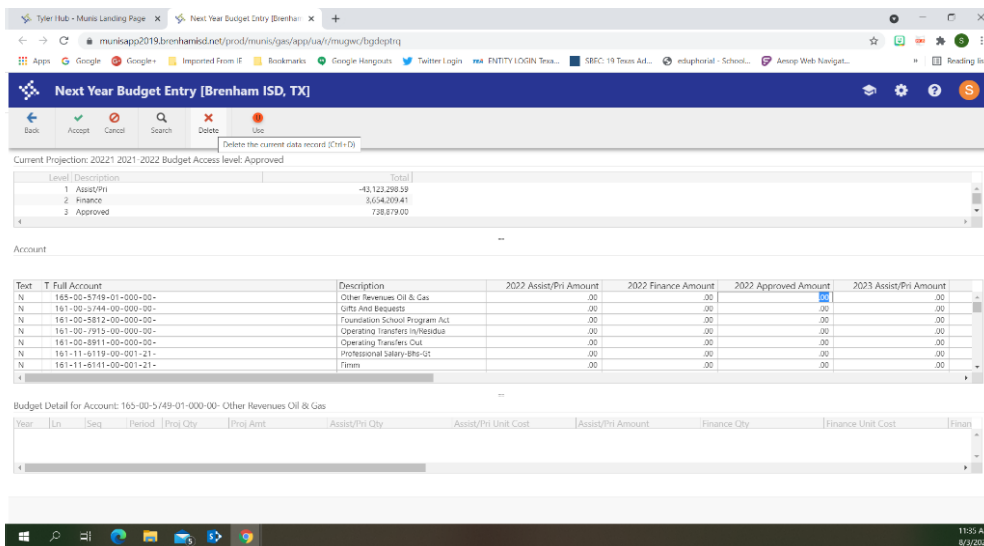
3. Click **Accept**

The segment Find option displays the GL Segment Find Screen.



4. Click **Accept** and then select **Update**.

To view account detail, double-click an account line.






On the screen above, enter the amounts for each line item under **2022 Assist/Pri Amount**. The total amount should not exceed the allocation provided from the Principal/Director of Business and Finance.

Finally, Click **Accept**, then **Back** out of all the screens.

## TO UPDATE A BUDGET DETAIL ENTRY

To make changes to the detail lines:

Click  **Update** from the top menu. Tab to the line amount you want to change. Enter the updated amount.

Then click  **Accept** from the top menu. Then  **Back** out of the screens.



## 2. Complete the fields to create an active set.

Find by Segments

Fund	199
Function	
Object	
SubObject	
Organization	750
Project	
Character code	
Account type	
Account status	
Rollup Code	

## 3. Click **Accept** from the top menu.

## 4. Click **Report Options**

Complete the fields, as appropriate, to define the report criteria.

Sequences

Execute this report: Now

Sequence	Field #	total	Page Break
Sequence 1	2 - Function	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 2		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 3		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>

Report Options

Include only accounts that exceed:  0 % of budget

Totals only:

Account description:  Full

Print full GL account:

Sort by full GL account:

Formal type:  Cents in budget amounts

Double space:

Suppress zero balance accounts:

Amounts/totals exceed 999 million dollars:

Roll projects to object:

Print Revenues-Version headings:

Print revenue as credit:

Print revenue budgets as zero:

Print journal detail:

from year/period	2017	11
to year/period	2018	10

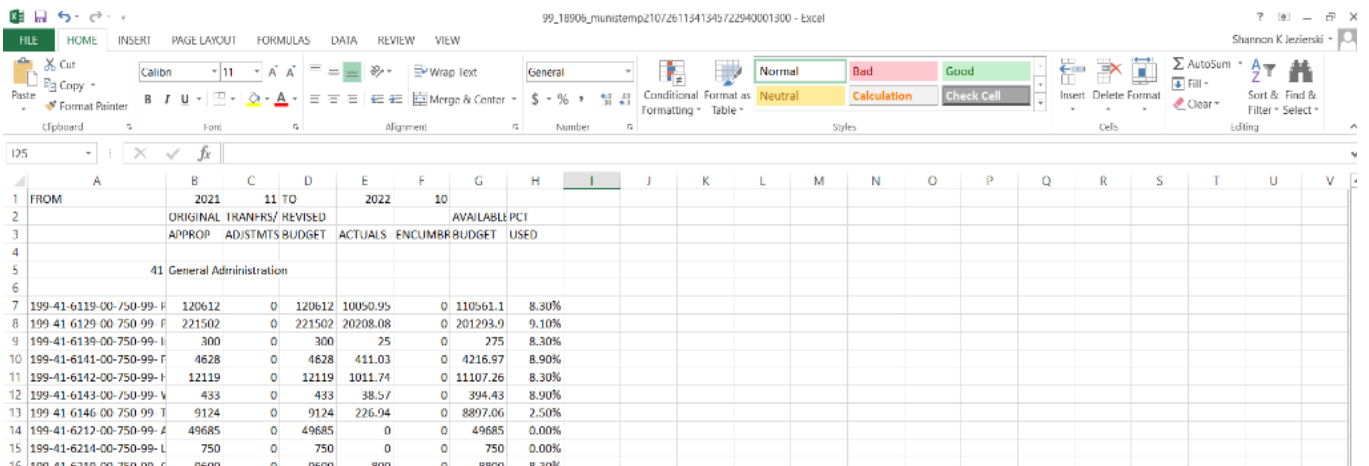
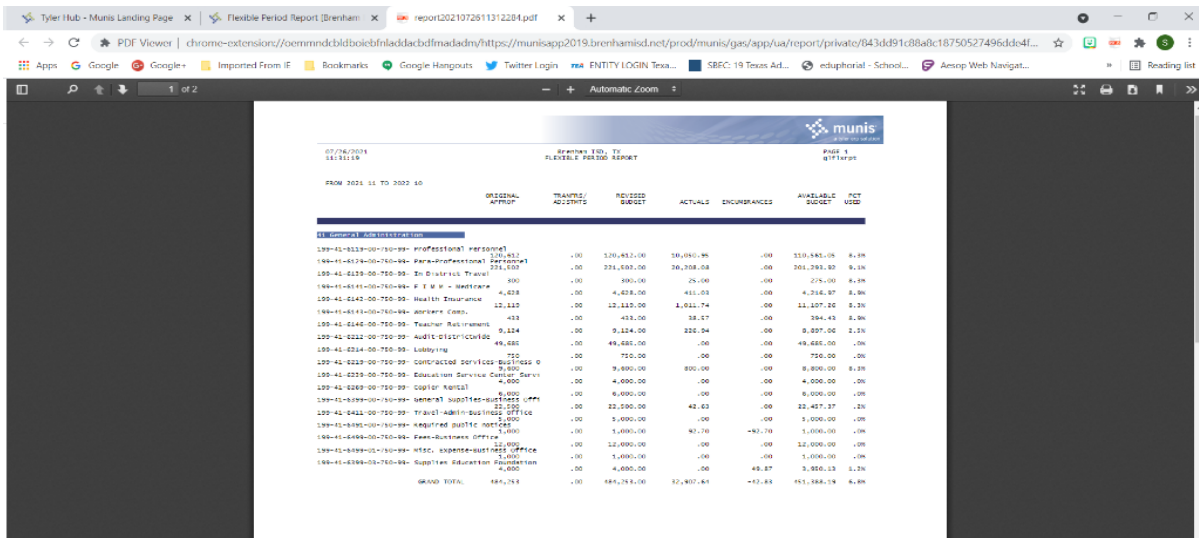
When is the report to be executed?

5. Click **Accept**.

If you selected Now from the Execute This Report list on the Report Options screen, you must exit the Report Options page, select the **Back** button.

Then **select an output option**, **PDF** or **Excel**, from the top menu to produce the report.

The first example below is a **PDF** report and the second one is an **Excel** report.



If you selected *In Background (Now)* or *At a Scheduled Time* from the Execute This Report list, the Munis Scheduler program opens.



# GLOSSARY

**account**

A record that reflects increases or decreases in an individual asset, liability, fund balance, revenue, or expense item.

**account number**

A notation used to identify a specific account.

**accounting**

A standardized process for recording and reporting financial data; accounting is governed by principles and rules.

**accounting period**

The time covered by an income statement (also known as the business cycle). For example, month, quarter, calendar year, or fiscal year.

**accounts payable (AP)**

Amounts owed to others for goods or services received, but for which payment has not been made.

**accounts payable control account**

A general ledger liability account containing the sum of all approved payments (payables) owed to vendors for goods or services purchased.

**accounts receivable (AR)**

Amounts due from others for goods purchased or services rendered, but for which payment has not been collected.

**accrual accounting**

An accounting distinction that indicates when a revenue or expense is officially recorded. Accrual accounting records a revenue or expense when you become aware of it, even if money has not yet changed hands. An expense account is debited when the invoice is posted and the money held until a check is issued. A revenue account is credited when the bill is created and the money charged to the anticipated revenue account.

**accruals**

Amounts of time or money accumulated periodically. In Payroll, this refers to vacation, sick, and personal time balances. This is the table where paid time off and comp time is recorded as being used.

**active set**

A collection of data that matches a query or other specific search criteria.

**actuals**

The year-to-date closing balance of the account for the period designated. Before an amount is added to the actual balance, it must go through end-of-period processing. In the case of an expense account, this figure would represent total expenditures closed in the period.

**adjusting entry**

A journal entry that reverses or corrects an existing entry or changes the balance in an account.

**allocation**

Distribution of funds or costs to one or more accounts.

**allocation code**

A code used to distribute an expense across several expense general ledger accounts on a predefined percentage basis.

**appropriation**

Money set aside for a specific purpose. (In General Ledger: An amount that is legally authorized to be expended. In Budgeting: A one-sided budget amendment.)

**asset**

Property or items of value. Assets are designated as proprietary or governmental.

**audit trail**

A history of changes for an account.

**backup**

A copy of existing data. Backups are typically created as a safety precaution in the event of system difficulties or data corruption.

**balance sheet**

A statement of assets, liabilities, and fund balance at a particular point in time.

**batch**

A collection of similar items grouped together for processing. For example, a batch of invoices, purchase orders, or cash receipts.

**bid**

For supplies, services, or property, an offer of what one is willing to pay for or to accept for payment.

**bidder**

Someone who makes an offer to purchase or complete a task for a specific price.

**budget**

An itemized list of the amount of all estimated, anticipated revenue, with a list of the amount of all estimated costs/expenses for obtaining this income for a specific period of time, typically a year.

**budget level**

An approval stage for a budget.

**capital asset**

A long-term tangible asset that is not expected to be converted into cash in the current or upcoming fiscal year.

**carryforward method**

A method by which open purchase orders are handled at year-end.

**case sensitive**

The difference between uppercase and lowercase letters. For example, a field that is case-sensitive accepts ABC as a different entry from abc.

**cash deferred accounting**

Accounting within which revenue is not credited until it is actually received. A deferred revenue account is credited in the interim.

**cash disbursement**

Cash paid out.

**cash receipt**

Cash (currency, coin, check, and so on) received.

**character code**

A code that links a group of object codes.

**charge code**

A code that represents a bill detail line. For example, a charge on a tax or utility bill.

**chart of accounts (COA)**

A list of all asset, liability, fund balance, revenue, and expense accounts identified by an organization and made available for recording transactions in the general ledger. Each account has a unique name or identification number.

**check reconciliation**

The process of marking checks as cleared once they are returned.

**check run**

The processing of checks to pay outstanding bills or to payroll obligations. Check runs are identified with a unique identifier. Check runs may be referred to as warrants.

**commodity codes**

Codes that standardize information regarding purchased items.

**contra account**

An account with a balance that is intended to be the opposite of the normal balance for that account type.

**contract**

A legally binding agreement between two or more parties regarding the exchange of goods or services for payment.

**control account**

A balance sheet account that reflects the total of the balances in the respective subsidiary ledger.

**credit**

The reduction of an asset or an expense. (In General Ledger, an amount recorded on the right side of an account. Assets and expenses are decreased by credits; liabilities, fund balances, and revenues are increased by credits.)

**credit memo**

A negative invoice due to an existing vendor credit.

**database**

A collection of data organized to reduce redundancy and optimize processing that can be accessed by many users simultaneously.

**debit**

The addition of an asset or an expense. (In General Ledger, an amount recorded on the left side of an account. Assets and expenses are increased by debits; liabilities, fund balances, and revenues are decreased by debits.)

**default**

A predefined value that is the most common occurrence within a program field. This value can typically be changed by a user.

**deferred tax**

A liability that results from income earned for accounting purposes, but not for tax purposes.

**depreciation**

Allocating the cost of an asset over its useful life.

**direct deposit**

The direct addition of pay into an employee's or vendor's bank account.

**due-to/due-from account**

An amount owed or expected to be received from other funds. A due-to value in one fund must equal the due-from value in the corresponding fund.

**effective date**

The date a transaction affects the general ledger.

**employer identification number (EIN)**

The employer's account number with the Internal Revenue Service (IRS). An EIN consists of nine digits and is always in the following format: nn-nnnnnnn.

**encumbrance**

The purchase amount recorded in an expense account at the time an item is ordered. The encumbrance reduces the available budget by the purchase amount. (In Payroll: The hold that is placed on an account indicating an employee's remaining salary.)

**ERP – Financials**

A Tyler solution that provides financial solutions to manage core business functions such as budgeting, payroll processing, and revenue collection.

**exemption**

Income or property not subject to tax.

**expenditure**

A transaction resulting in the disbursement of cash.

**fee**

An amount of money charged for a service.

**field**

A unit of data; several fields comprise a record.

**file**

A collection of related records.

**file maintenance**

The act of changing data records in a file.

**fiscal year**

A period that an organization uses for accounting purposes and preparing financial statements. The fiscal year may or may not coincide with the calendar year.

**form**

A screen or page layout. Forms define on-screen presentations as well as printed documents.

**fund**

A self-balancing set of accounts that are created and maintained for a specific purpose or activity.

**fund account**

By definition, a fund account is an accounting entity which is kept separate from all other fund accounts. Each fund account has its own source of income and its own expenses.

**fund accounting**

A system of accounting in which each fund's receipts, expenditures, assets, and liabilities are kept separately.

**fund balance**

The total amount of a fund.

**general ledger (GL)**

A chronological accounting record that a business uses to keep track of financial transactions. Transactions are categorized and summarized into general ledger accounts. An account is a unique record for each type of asset, liability, equity, revenue, and expense.

**Generally Accepted Accounting Principles (GAAP)**

A common set of accounting principles, standards, and procedures that companies must follow when they compile their financial statements.

**Generally Accepted Auditing Standards (GAAS)**

The standards by which the quality of audits is judged.

**Generally Accepted Government Auditing Standards (GAGAS)**

Guidelines that provide a framework for conducting high quality audits by auditors of government entities or entities that receive government awards. These guidelines are also referred to as the Yellow Book.

**Governmental Accounting Auditing and Financial Reporting (GAAFR)**

The guidelines of the Government Finance Officers' Association. These guidelines are also referred to as the Blue Book.

**Governmental Accounting Standards Board (GASB)**

The source of generally accepted accounting principles (GAAP) used by state and local governments in the United States.

**Government Finance Officers' Association (GFOA)**

An organization that promotes excellence in state and local government financial management through consulting, training, publications, and research.

**group code**

A user-assigned code that links account segments together for reporting purposes.

**history**

Any record kept for historical information purposes. (In General Ledger, transactions and balances that reflect amounts closed through end-of-period processing.)

**installment**

A payment for part of a debt, usually paid in regular intervals.

**intangible**

Assets that have no physical existence.

**interest**

An amount charged for the credit or loan of money, usually a percentage of the principal amount.

**invoice**

A document sent for amounts due (General Billing) or received for amounts being paid (Accounts Payable).

**issue**

To fill an order (pick ticket). Sometimes used to refer to the item being issued.

**job class**

A code that identifies the features of a particular job.

**journal**

A book of accounting entries in chronological order. Munis programs keep separate journals for each type of entry, which are then posted to the related ledgers.

**journal entry**

The documentation of an accounting transaction that shows the accounts affected, the amount of the change, and whether the change is an increase or decrease (that is, debit/credit or credit/debit).

**liability**

An obligation or debt; something owed to a person or organization.

**liquidation**

The relieving of an encumbrance, either partially or fully.

**location code**

A general grouping category assigned to each employee.

**lockbox**

An arrangement with a bank or other institution for collection and deposit of receivables.

**locking**

Temporarily limiting access to a table or program to prevent concurrent users from creating or retrieving conflicting data.

**master record**

Record containing key processing information, such as an employee, customer, vendor, or account.

**memo balance**

An account balance that shows the year-to-date amount of money expended or received even for transactions not yet closed to a period.

**menu**

A list of product or program options.

**miscellaneous cash**

Over-the-counter payments received for which there is no bill. For example, marriage, hunting, or dog licenses.

**module**

A Munis software application. For example, the Accounts Payable module or the Payroll module.

**month-end processing**

A series of steps to close one period and reconcile account balances and transactions.

**Munis**

An integrated ERP system that manages an organization's core functions, including financials, human resources, citizen services, and revenues.

**net**

A single figure derived from combining debit and credit amounts.

**not sufficient funds (NSF)**

A banking term that indicates there are not enough funds in an account to cover a transaction.

**null field**

A column or field in a row or record that contains no data.

**object code**

The segment of the account number that reflects the object of expenditure or source of revenue.



**org code**

A code representing the segments of an account number.

**output-post**

To print a report and move transactions from a temporary proof file to an open file.

**parameter**

A set of physical properties whose values determine the characteristics or behavior of something.

**penalty**

A sum of money assessed for failure to fulfill an obligation, such as file a tax form or pay a bill by a specific date.

**period**

A month within a fiscal year; noted by a number, 1 through 12. Also periods 00 (SOY or start-of-year) and 13 (EOY or end-of-year).

**premium**

An amount at which something is valued above its normal value.

**principal**

An amount borrowed or the amount owed on a credit or loan account that does not include interest.

**program**

A set of instructions to a computer that produces specific results, such as a database update or record maintenance.

**project accounting**

A method of tracking detailed financials for every phase, task, and subtask of a project.

**project code**

A segment of the account number used to identify a particular capital project.

**projection**

The estimated budget for the upcoming year.

**proof file**

The temporary holding area for transactions.

**proof list**

A printout of all new transaction entries in a specific entry process. A proof list allows you to detect errors before completing processes.

**purchase order (PO)**

A legally binding document between a purchaser and a supplier that details the items, costs, and delivery terms. An open purchase order is one that has not been fully liquidated, that is, a balance exists perhaps because all items have not been shipped.

**purge**

To permanently remove records from a database.

**range**

Data parameters that allow you to search for records within specific criteria.

**receivable**

An outstanding amount of revenue to be received, such as an unpaid bill.

**record**

A row of data in a table or a set of field values.

**remittance**

A cash payment.

**report writer**

A program that creates user-customized reports.

**requisition**

A request for an item, either from a vendor or from inventory.

**retainage**

Money that is withheld from a vendor when payments are made during the invoice process.

**revenue**

Income or other assets received for goods received or services rendered.

**reversing entries**

An accounting entry that cancels out a previous entry.

**rollup group**

A collection of general ledger accounts that are linked together with a rollup code to share a combined budget.

**row**

A record or a set of field values (columns) that constitute a particular item such as a bill, account, vendor, customer, or employee.

**search criteria**

The specific values used to narrow data selection in a program.

**segment**

A component of an account number, for example, the fund segment.

**source code**

A three-character code that identifies the type of transaction or the module in which a transaction originated.

**subsidiary ledger**

A group of similar accounts that provide the detail behind a control account. In Munis programs, a subsidiary ledger generally refers to a revenue subsidiary ledger and an appropriations/expense subsidiary ledger.

**tangible**

Assets that are real or concrete.

**transaction**

An event that changes the balance in an asset, liability, fund balance, revenue, or expense account.

**trial balance**

A general ledger report that lists each account and its balance in order to verify that the total of the debit balances equals the total of the credit balances.

**Tyler Content Manager (TCM)**

A Tyler product that allows agencies and school districts to capture, deliver, manage, retrieve, and archive documentation and other information in an electronic format.

**Tyler Technologies Inc.**

A software company that provides integrated software and technology services to the public sector, including cities, counties, states, and school districts.

**TylerForms**

An output solution that provides an automated, on-demand, paperless environment that supports key business processes.

**vendor**

A person or company with whom business is transacted.

**voucher number**

A system-assigned number that organizes Accounts Payable invoices into a sequence for later reference.

**warrant**

An official document (Order of the Treasurer) that lists all invoices to be paid at one particular time. Also may be referred to as a check run.

**wildcard character**

A symbol such as an asterisk (\*) that is used to represent a sequence of characters in search criteria, typically used if the characters are unknown to the user or to replace keystrokes. For example, a query can be done using "COMPU\*" to find all names that begin with the letters COMPU.

**workflow**

The means by which an organization manages the approval process for items such as job opening requisitions or purchase order payments.

**write-off**

The removal of an account balance.

**year-end processing**

A series of steps to close the fiscal year and reconcile account balances and transactions.